Avision

NetDeliver MFP User's Manual

Regulatory model: DF-0605H

Safety Information

When using this equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:
Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the machine.

Note:
Indicates further explanation or clarification. Reading this is highly recommended.

⚠ ***WARNING:***
To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

⚠ ***CAUTION:***

Disconnect the power plug by pulling the plug, not the cable.

Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Use only the AC adapters (077-242090-I3 by Ya Hsin/ HEG42-240200-7L by HITRON) included with the machine. Using other AC adapters may damage the machine and void the warranty.
- Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

Notice

Important

- Do not make copies of any item for which copying is prohibited by law.
- Copying the following items are normally prohibited by the local law:
- Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, pass-ports, driver's licenses.
- This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

Copyrights and Trademarks

Ethernet is a registered trademark of Xerox Corporation.

Microsoft, Windows, Windows NT and Windows XP are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

Warranty

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Table of Contents

1 Getting Started 1-1

Introduction 1-1
Features 1-1
External View 1-3
Preinstallation Information 1-10
Internet Communication Features 1-13

2 Installing Your Machine 2-1

Minimum Configuration Requirements 2-1
Checking Package Contents 2-2
Unlocking the Scan Unit 2-3
Installing the Rubber Support 2-4
Installing the Paper Feed Tray 2-5
Connecting the Cables 2-6

3 Configuring the Machine 3-1

Specifying the Administration Information 3-2
Specifying Network Configurations 3-9
Specifying Mail Server 3-15

4 Managing the Address Book 4-1

Managing Your E-mail Address Book 4-1
Managing Your Groups 4-9

5 Specifying FTP Folder Template and Profile 5-1

The Settings of Filing Server 5-1
Specifying the FTP Folder Template by the Control Panel 5-13
Adding a New Profile on the Control Panel 5-18
Illustrating CIFS and HTTP Profile Settings 5-22
Specifying the FTP Folder Template by the Product's Web Page 5-37
Adding a New Profile by the Product's Web Page 5-39
Modifying Current Profiles 5-43
Deleting Profiles 5-46

6 Setting up Account Management 6-1

7 Creating Billing Log Settings 7-1

8 Administration 8-1

Administering the Product by the Control Panel 8-1
Administering the Product by Web Page 8-3
Summary of Administrator Activities 8-5

9 Operation 9-1

Loading Paper 9-2
Sending Your Document to E-mails 9-5
Sending Your Document to Filing Servers 9-9
Making Copies 9-14

10 Troubleshooting 10-1

Information Codes/Message 10-1
Clearing a Paper Jam 10-10
Removing the Abnormal Line Image 10-11
Cleaning the ADF 10-12
Replacing the Snap-in Pad Module 10-13
Cleaning the Glass 10-15

Appendix ..... b

Quick Guide ..... b
Specifications ..... d
Index ..... h

1 Getting Started

Introduction

Thank you for purchasing the product, an internet appliance. The product offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet. With the product, you can instantly scan paper-based document and deliver the electronic image to various destinations including e-mail addresses, printers, ftp servers, web site, or someone else's computer on the network. The new way to distribute documents is faster, more cost effective, and safer than any traditional methods such as fax, mail, or courier.

Features

Scan to E-mail:
Connected to an ethernet network and a SMTP server, the product allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

Scan to File:

The product allows you to send scanned documents to a server or a personal computer's file folder over intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), CIFS (Common Internet File System), AVPP (Avision Post Processing) protocol. The scan-to-file feature off-loads the mail server from handling large attachments.

Digital Copying:

Connected to a color or black and white laser printer, the product becomes a digital copier. With an intuitive control panel, making digital copy becomes fast and easy.

Multiple Pages Sending:

With the optional Auto Document Feeder, the product allows a stack of 50-page document(s) to be continuously scanned at one time in reliable quality to increase your efficiency.

Post Processing

The product can be used as a paper-scan input device with thin client ability. It can display server's requirements or menus on LCD, pass user's inputs back to server, and direct the backend server to do various customized post processing. All these can be achieved via AVPP.

Address Book / Profiles Managing:

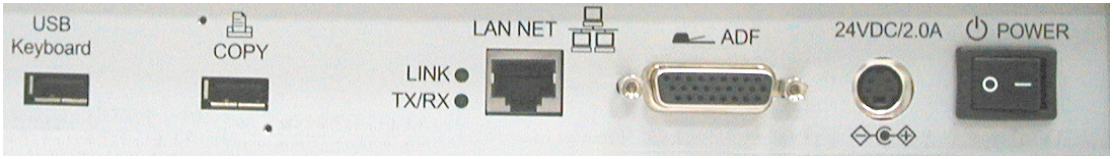
The product provides a convenient way to manage all the e-mail addresses and profiles (filing destinations). By simply typing the machine's IP address in the URL field of your browser, the product web page will be prompted. This web page allows you to create up to 2000 e-mail addresses and several filing destinations to manage your document.

External View

THE FRONT VIEW

1. ADF Front Cover
2. LCD-display
3. ADF Paper Tray
4. Paper Stopper
5. Document Cover
6. Control Panel

THE REAR VIEW



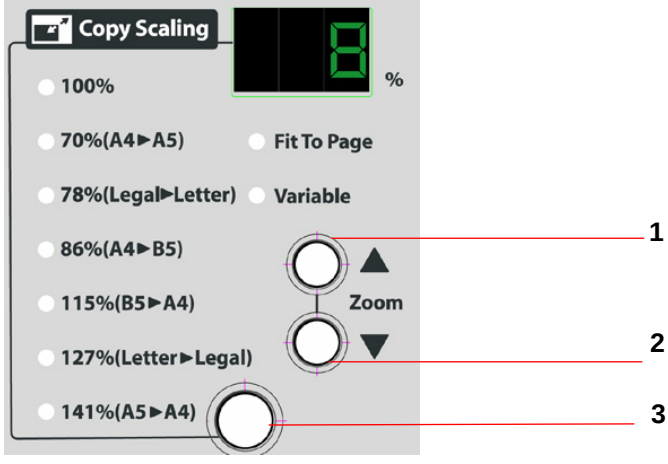
1 **2** **3** **4** **5** **6**

1. USB Keyboard: To connect a USB keyboard.
2. Copy: To connect a printer.
3. LAN NET: To connect an Ethernet cable.
4. ADF: To connect the ADF cable.
5. 24VDC/2.0A: To connect the power cable.
6. Power: Power switch.

Part A **Part B** **Part C** **Part D**

Part A: Scaling Area:

Used to reduce document(s) down to 25% or enlarge up to 400%.



1. Increase scaling in 1% increment up to 400%
2. Decrease scaling in 1% Decrement down to 25%
3. Select scaling from the preset percentages

Part B: LCD-display & Function Keys:

Used to display current operation and select key working mode.

Function Keys and others:

	Press to use the Copy function
	Press to use the email function (also the default working mode).
	Press to use the filing function.
	Press to setup more settings for copy, e-mail or filing individually.
	Press to select an e-mail address from an address book or select a profile from a profile list.
	Press to return to previous screen or input.
	The button with white arrow is used to move to Up/Down/left/right. The button with black arrow , is used to select a command.

	Used to cancel a command or delete a character.

Part C: The Numeric/Character Keypad:

Used to be a simplified keyboard.

	.	Used to select special characters.

Part D: Start & Other Keys:

Used to select special requirements or the start key to start sending or copying your document(s).

	Select to enter administrator menu.
	Select to clear current settings and return to panel default settings.
	Select to enter power saving mode.
	• The Power LED – Used to indicate power on and ready status. • The Alarm LED – Used to indicate error. • The sleep LED – Used to indicate power-saving status.

	Select to stop processing.
	Select to scan and send multi-page documents on the document glass continuously or from the auto document feeder batch by batch.
	Select to start copying, e-mailing, or filing in black and white mode.
	Select to start copying, e-mailing, or filing in color mode.

Preinstallation Information

The product has to be setup properly on your network to perform e-mail and filing functions. Before using the product, please setup the product properly on you network for e-mail and filing function. The following network parameters have to be collected from your network administrator.

1. DHCP enable:	
2. IP Address:	. . .
3. Subnet mask:	. . .
4. Gateway IP:	. . .
5. DNS server:	. . .
6. SMTP server:	
7. SMTP port:	**25**
8. POP3 server:	
9. POP3 port:	
10. LDAP server:	. . .
11. LDAP port:	

Explanation of contents:

1. *DHCP Enable:	Choose Yes to obtain IP/subnet/gateway addresses automatically from DHCP server.
2. *IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator or by DHCP Server.
3. Subnet Mask:	The net mask address assigned by your network administrator or by DHCP Server.
4. Gateway IP:	The gateway IP address assigned by your network administrator or by DHCP Server or by DHCP Server.
5. *DNS server:	The IP address of DNS Server assigned by your network administrator.
6. *SMTP Server:	The IP address of your SMTP Mail Server assigned by your network administrator.
7. SMTP Port:	The port number of your SMTP Mail Server.
8. *POP3 Server:	The IP address of your POP3 server.
9. *POP3 Port	The port number of your POP3 Server.
10. *LDAP Server:	The IP address of your LDAP server.
11. LDAP Port:	The port number of your LDAP server.

Note:

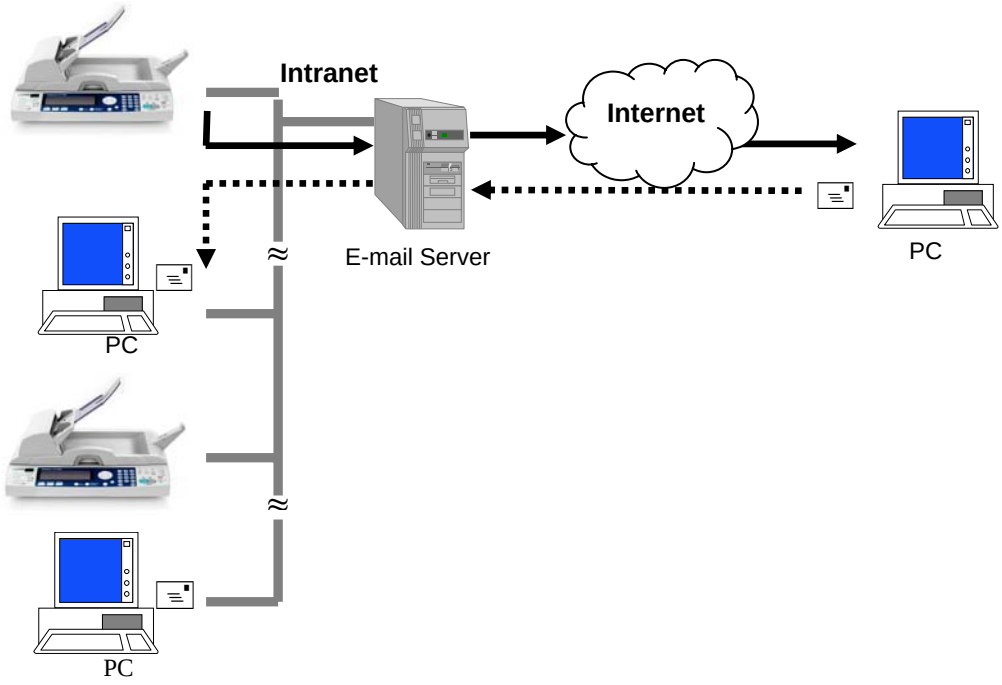
1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network--making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the product.
2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node.

   The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.
3. SMTP: Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the Internet.
4. DNS: Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for the IP address, such as Avision.com.tw instead of 120.3.2.23.
5. POP3: POP3 is the latest Post Office Protocol 3, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.
6. LDAP: Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.

SCAN TO E-MAIL

The product allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

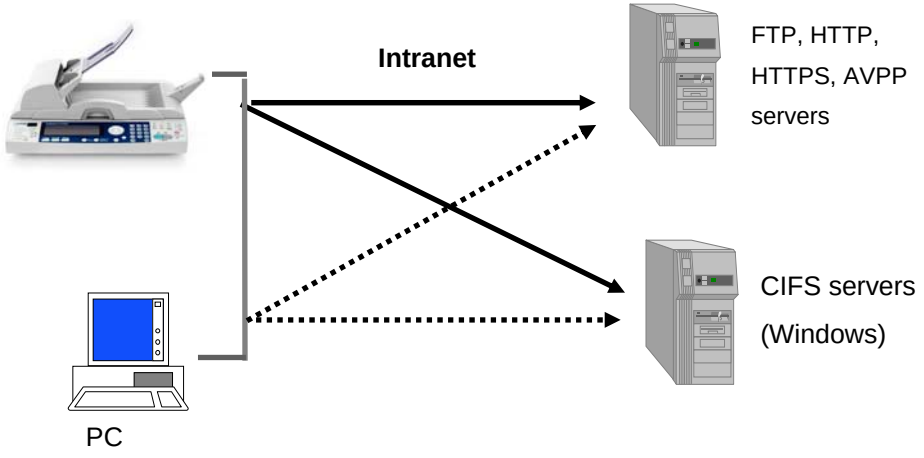
When you send an e-mail to someone via the product, the product uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through internet.



SCAN TO FILE

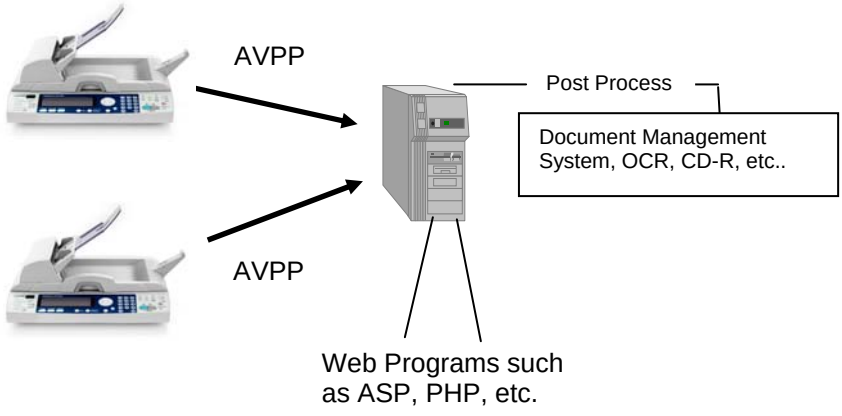
Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), CIFS (Common Internet File System), or AVPP (Avision Post Processing Protocol), the product allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.

CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.



POST PROCESSING

The product uses an AVPP (Avision Post-processing Protocol) protocol to provide the post processing mechanism for filing document. The AVPP is a protocol developed by Avision. The distinguishing feature of such AVPP's post processing is to treat the product as a workstation's input device and a simplified post-processing controller. Before and after a document is filed, the product will inquire a user how to manage the document further by following the applications (usually made of page programs like ASP, PHP, JSP etc…) on the post-end server. Such an architecture enables a single server to serve multiple sets of the product simultaneously.



Note:

The usage of AVPP needs to develop and deploy the back-end server page programs. These programs are not included in this product service, please consult with professional web page developers to provide a customized application system.

2 Installing Your Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the product. It is recommended that the administrator read this chapter before installing the machine.

Minimum Configuration Requirements

To make the best use of the product, the following configuration is required:

To send e-mails from the product:

- TCP/IP network
- A SMTP and a optional POP3 server

To file document(s) via intranet

- FTP, HTTP, HTTPS, CIFS, or AVPP Protocol environment
- Windows 95, Windows 98, Windows NT, Windows 2000, Windows Me, Windows XP, HTTP or FTP server

To make copies from the product:

- A printer supporting GDI Printer language, such as OKI C3100, OKI C5500 and Avision AM6120P

Checking Package Contents

Unpack the box and check its components. If there is any item missing, contact your dealer immediately.

Main Unit

Paper Feed Tray

Paper Stopper

Adapter

Power Cable

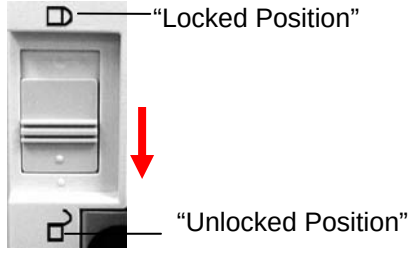
Rubber Support

Unlocking the Scan Unit

The scan unit is locked during transport to protect the scanning mechanism from being damaged. ***Be sure to unlock the scan unit before using the machine.***

1). Locate the lock switch beneath the scanner.

2). Move the lock switch to the **"unlocked position"**.



Note:

If you need to move the product for repair or any other reason, be sure to lock the product before moving. To lock the product, please do the following,

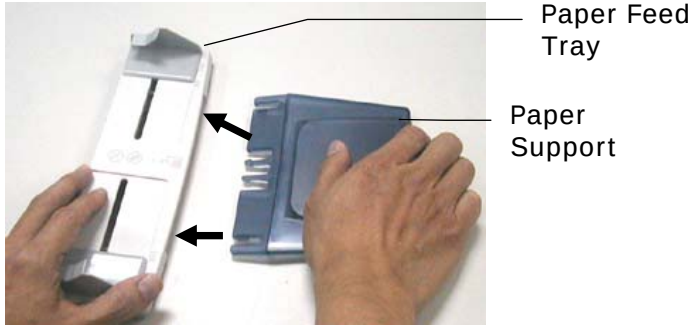
1. Turn off the product.
2. If the scan unit is not located at the front of the glass, turn on the product. After the scan unit returns to the front end, turn off the product.
3. Move the lock switch to the "Locked Position".

Installing the Rubber Support

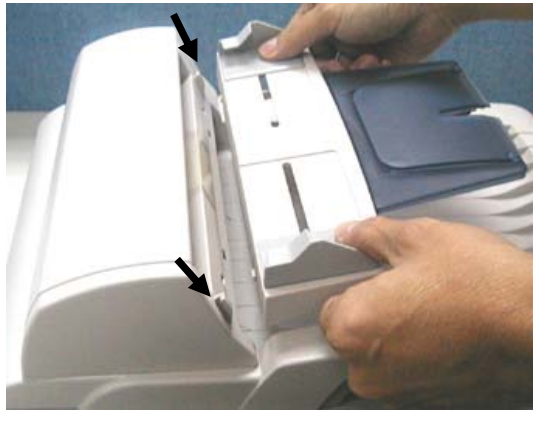
It is highly recommended to install the rubber supports beneath the product. The rubber supports are designed to prevent the product from being slanted downward during operation. To install the rubber supports, please first turn the machine over, and then insert the rubber supports to the slots beneath the machine as illustrated.

Installing the Paper Feed Tray

1. Attach the Paper Support to the Paper Feed Tray.



2. Then, attach the Paper Feed Tray to the machine.



CONNECTING THE ADF CABLE

Connect the ADF (Auto Document Feeder) cable (attached to the document cover) to the ADF port at the back of the product.

ADF Cable

CONNECTING THE ETHERNET CABLE

1. Connect one end of your Ethernet LAN cable to an available port of your Ethernet Hub.

2. Connect the other end to the LAN NET port at the back of the product.

CONNECTING THE KEYBOARD CABLE

Connect the cable of the keyboard to the USB Keyboard port at the back of the product.

CONNECTING THE PRINTER CABLE

1. Connect one end of the printer cable to the printer.
2. Connect the other end to the Copy port of the product.

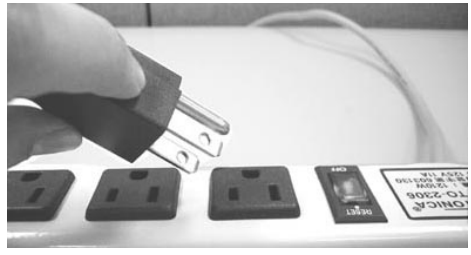
Note:

To make copy through printer, please first turn on the printer and then turn on the product. Otherwise, you may encounter problem in making copies through the printer.

CONNECTING THE POWER AND TURNING ON THE MACHINE

1. Press the power switch to the “0” position to turn off the product.
2. Connect the small end of the power cable to the power port of the product.

3. Connect the other end to an appropriate power outlet.



4. Press the power switch to the “-” position to turn on the product. After showing the booting up message, the LCD display prompts the preset ready status.

Note:

You can press the **Power Saving** button on the control panel to switch to the power saving mode. If the product is idle for four hours, it automatically shuts off the scanning lamp. Press any key except the Power Saving button to return to the ready status.

3 Configuring the Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the product. Administrator activities are password protected with privileges that are denied to the ordinary users.

The following settings or destinations must be defined by the system administrator before the product is used to distribute the scanned document on the network.

- Network and E-mail parameters: Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses.
- Filing destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

Note:

- If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given.
- When installing the product for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date once you are familiar with the operation and functionality.

Specifying the Administration Information

The Administration information is password protected and available to the Administrator only. When the machine is shipped, the login name and password for the administrator left blank. It is recommended that system administrator of the product create a new login name and password before using the machine. The administrator can either use the control panel or the product's web page to specify the administration information.

SPECIFYING THE ADMINISTRATION INFORMATION BY THE CONTROL PANEL

1. Press Menu button

on the control panel. This prompts the login name message.

   Login name:

2. Press the Select button as the default login name. This prompts the input password message.

   Input Password:

3. Press the Select button as the default password. This prompts part of the following **Administrator** screen.

1. Information
2. General
3. Network Settings
4. Mail Server

Press the Up/Down arrow button or repeatedly to scroll through the top menu level. The complete top menu level, Administrator screen, is shown as below:

1. Information
2. General
3. Network Settings
4. Mail Server
5. Copy
6. E-Mail
7. FTP folder Template
8. Account Management
9. Billing Log Setting
10. Management
11. Exit

4. Press the Up/Down arrow button or to select **Management**, and then press the Select button . The following **Management** screen appears.

1.	**Admin. profile**
2.	**Add "To" Addr.:ON**
3.	**Add Profile after filing:No**
4.	**PowSave Delay Time:240 min**
5.	**Standby Time:180sec**
6.	**Language:Eng**
7.	**Default Mode:E-Mail**
8.	**Save & Exit**
9.	**Exit**

5. Press the Up/Down arrow button or to select an item.
6. Press the Select button to enter the next menu level.
7. Press the Up/Down arrow button or to select an item.
8. Press the Select button , and then enter or select an input content.

9. Press the Select button again after entering an input content.

Or

Press the Select button again after pressing the Left/Right arrow button or to select an input content.

10. Press the Return button back to the **Management** screen.

11. Press the Up/Down arrow button or to select **Save & Exit** to save your desired settings.

Refer to the following table for the detail of each setting:

Admin. Profile	Allow the system administrator to change his or her login name, password, or e-mail address. **Choice:** **1. Login name (up to 16 characters or digits)** **2. Password (up to 8 characters or digits)** **3. E-mail address (up to 64 characters or digits)**
Add "To" Addr.	Choose yes to add the "To" address to current address book after sending the e-mail from the product. **Choice: ON, OFF**
Add Profile after filing	Choose yes to add the new profile to current profile list after sending the scanned document to the server from the product. **Choice: ON, OFF**
PowSave Delay Time	Set how long the machine will automatically enter the power saving mode after the latest action. **Choice: 5 min, 15 min,30 min,60 min, 240 min**
Stand-by Time	Specify the stand- by time. **Choice: 20 sec, 40 sec, 60 sec, 120 sec,180 sec**
Language	Choose the language you wish to show on the LCD-display. **Choice: English / Native**

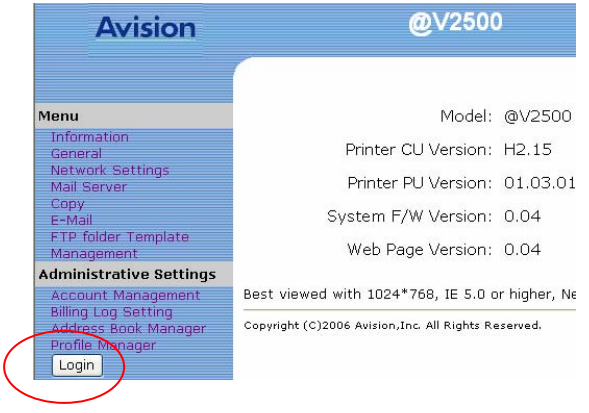
Default Mode	Specify a default mode. **Choice: E-Mail, Copy, and Filing**
Save and Exit	Choose this to save the above settings and exit.
Exit	Choose this to exit without saving the above settings.

SPECIFYING ADMINISTRATOR INFORMATION BY THE PRODUCT'S WEB PAGE

1. Type the IP address of the product in the URL field of your browser and then press **Enter**. The address in the URL field automatically changes to http:// **IP address** /index.htm, and then the product web page appears.

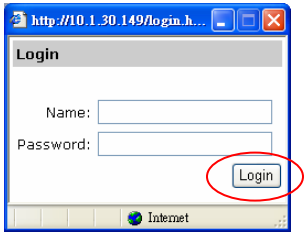
   For example:

   http://10.1.30.149 **becomes** http://10.1.30.149/index.htm

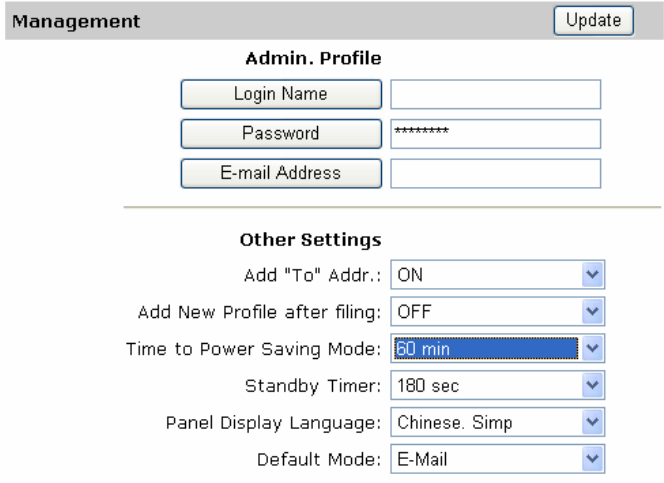


2. Click the **Login** button to prompt the Login screen.
   The Login button will be changed to the Logout button after you successfully log in. A user without privilege can modify the settings on this web page if you do not click the Logout

button after finishing your settings.



3. Click **Login** since the machine is shipped with no specific login name and password, and then click **Management** to prompt the Management dialog box.



Select a button or a dropdown list, follow on-screen instructions, click **Submit** (If required), and then finally click **Update** to save your settings.

Note :
You must click the Login Name, Password or E-mail Address button to set them up respectively.

(Refer to the previous section for the setting detail.)

Specifying Network Configurations

Before the product is used to distribute document to e-mail addresses, the network administrator must assign an IP address, subnet mask, and gateway to the product. The administrator can assign these parameters either using the control panel or using the product's web page.

SPECIFYING NETWORK CONFIGURATION BY THE CONTROL PANEL

1. After turning on the product, press Menu button

on the control panel. This prompts the login name message.

   Login name:

2. Press the Select button if the administrator has not created a login name. This prompts the input password message.

   Input Password:

3. Press the Select button if the administrator has not created a new input password. This prompts part of the following **Administrator** screen.

```
1.  Information
2.  General
3.  Network Settings
4.  Mail Server
```

4. Press the Up/Down arrow button or to select **Network Settings**, and then press the Select button . The following **Network Settings** screen appears.

```
1.  DHCP Enable:
2.  IP address:        .   .   .
3.  Subnet mask:       .   .   .
4.  Gateway IP:        .   .   .
5.  DNS server:        .   .   .
6.  Save & Exit
7.  Exit
```

5. Enter or select each network parameter respectively and press the Select button to complete all settings as you did for the **Management** screen

   Refer to the following table for the detail of each setting:

1. DHCP Enable:	Choose Yes to obtain IP/subnet/gateway addresses automatically from DHCP server.
2. IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator.
3. Subnet Mask:	The net mask address assigned by your network administrator.
4. Gateway IP:	The gateway IP address assigned by your network administrator.
5. DNS Server:	The IP address of DNS Server assigned by your network administrator.

For example:

1. DHCP Enable: No
2. IP address: 10.1.40.185
3. Subnet mask: 255.255.255.12
4. Gateway IP: 10.1.40.135
5. DNS server: 10.1.45.23
6. Save & Exit
7. Exit

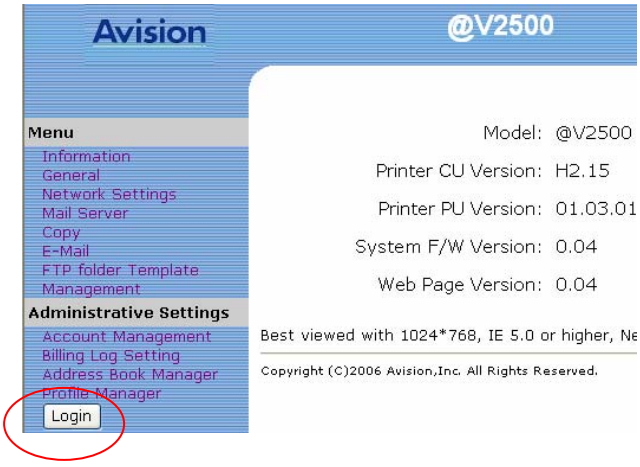
Note:

If you have a DHCP server available on your network and the DHCP has been selected, the above IP, subnet mask, gateway, and DNS server will be automatically given.

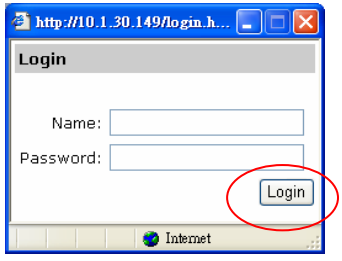
6. Use the Up/Down arrow button or to select **Save & Exit** to save your desired settings.

SPECIFYING THE NETWORK CONFIGURATION BY THE PRODUCT'S WEB PAGE

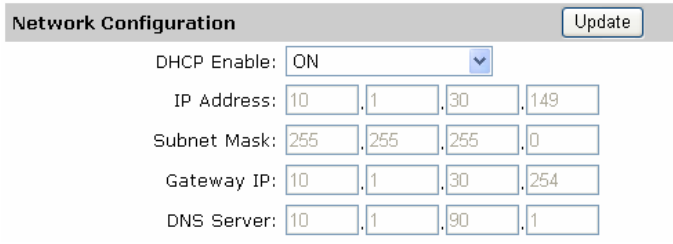
1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web.



2. Click the **Login** button to open the Login screen. (The Login button will be changed to Logout after you have successfully logged in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



3. Click **Login** since the machine is shipped with no specific login name and password, and then click **Network Configuration** to prompt the Network Configuration screen.



4. Enter or select an input parameter respectively, and then finally click **Update** to save your settings. (Refer to page 3-11 for the detail of each setting).

Specifying Mail Server

Before the product is used to distribute document to e-mail addresses, the network administrator must assign SMTP to the product. The administrator can assign these parameters either using the control panel or using the product's web page.

SPECIFYING MAIL SERVER BY THE CONTROL PANEL

1. After turning on the product, press Menu button

on the control panel. This prompts the login name message.

   Login name:

2. Press the Select button if the administrator has not created a login name. This prompts the input password message.

   Input Password:

3. Press the Select button if the administrator has not created a new input password. This prompts part of the following **Administrator** screen.

1. Information
2. General
3. Network Settings
4. Mail Server

4. Press the Up/Down arrow button or to select **Mail Server**, and then press the Select button . The following **Mail Server** screen appears.

1. SMTP Server:	**. . .**
2. SMTP Port:	**25**
3. POP3 Server:	**. . .**
4. POP3 Port:	**0**
5. External Address Book	**. . .**
6. Device Email Account	
7. Save & Exit	
8. Exit	

5. Enter or select each mail server parameter respectively and press the Select button to complete all settings as you did for the **Man**

   Refer to the following table for the detail of each setting:

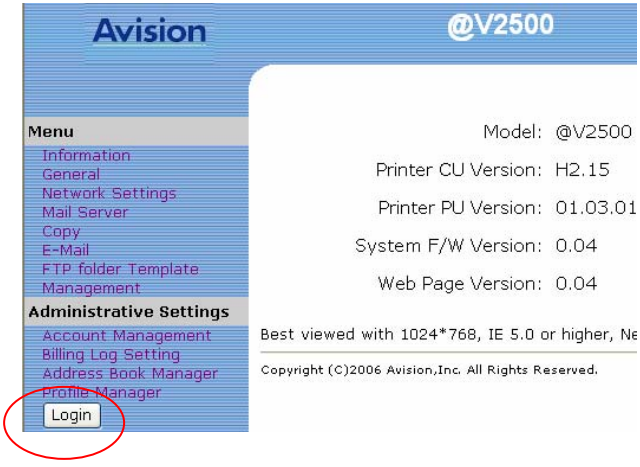
1. SMTP Server:	The IP address of your SMTP Mail Server
2. SMTP Port:	The port number of your SMTP Mail Server.
3. POP3 Server:	The IP address of your POP3 server.
4. POP3 Port	The port number of your POP3 Server.
5. External Address Book	If you wish to link external e-mail address book from other devices, enter your LDAP server here. **Choice:** **1. LDAP server URL:** Enter your LDAP server URL here. **2. Port:** Enter port number of the LDAP server. **3. Login name:** Enter login name of the LDAP server. **4. Password:** Enter password of the LDAP server.

6. Device Email Address Account	Enter logon information for SMTP or POP3 authentication. **Choice:** **1.Email address:** (default "From" address) **2.Authentication method: SMTP, POP3** **3.Login name:** (Login name for SMTP or POP3 authentication.) **4.Password:** (Password for SMTP or POP3 authentication.)

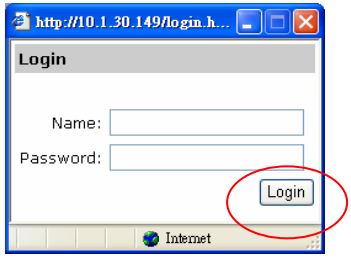
6. Use the Up/Down arrow button or to select **Save & Exit** to save your desired settings.

SPECIFYING THE MAIL SERVER BY THE PRODUCT'S WEB PAGE

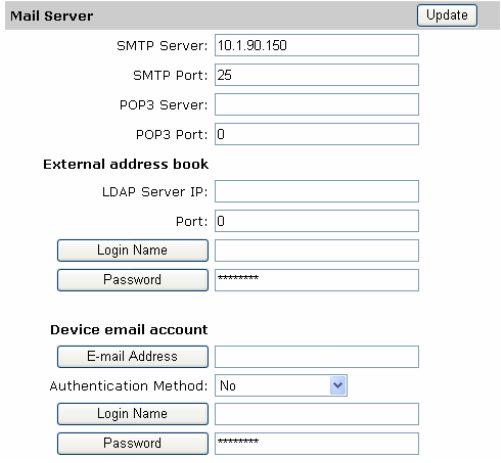
1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web.



2. Click the **Login** button to open the Login screen. (The Login button will be changed to the Logout button after you have successfully logged in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



3. Click **Login** since the machine is shipped with no specific login name and password, and then click **Mail Server** to prompt the Mail Server screen.



4. Enter or select an input parameter respectively, and then finally click **Update** to save your settings.
(Refer to page 3-17 for the detail of each setting).

4 Managing the Address Book

Our Java-Manager is a convenient browser-based tool to manage the address book of the product remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before manage the product.

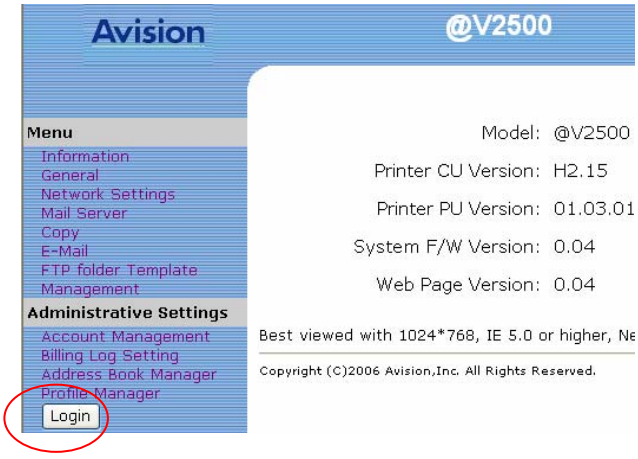
Managing Your E-mail Address Book

ADDING AN E-MAIL ADDRESS

To add an e-mail address,

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher.
2. Type IP address of the product in the URL field. For example, http://10.1.30.83.

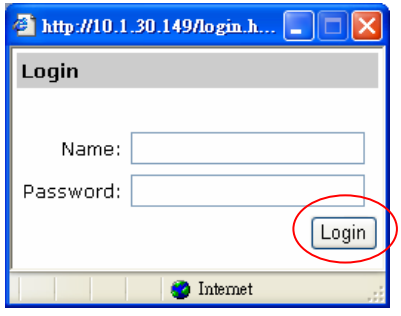
The product web page appears as shown below.



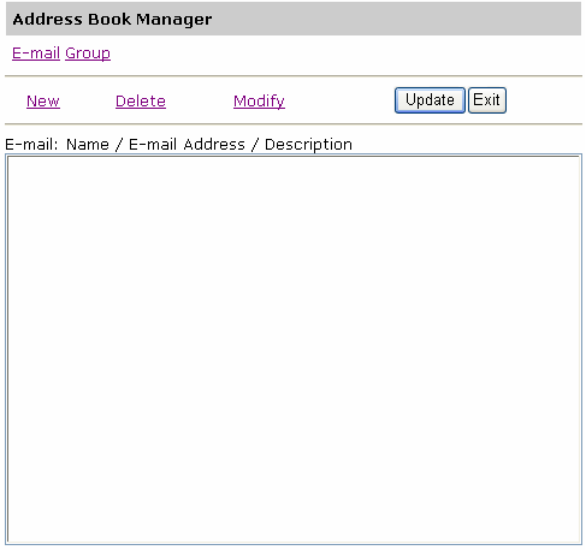
Note:

The web page is best viewed at a 1024 x 768 dpi resolution.

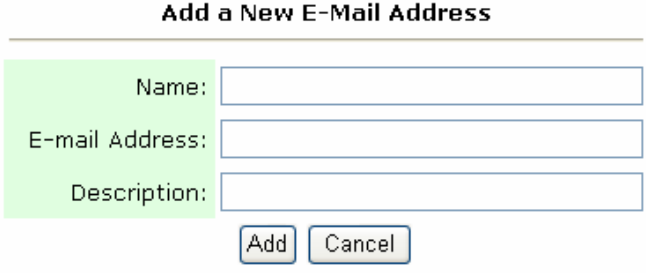
3. Click the **Login** button to open the Login screen.
   (The Login button will be changed to the Logout button after you have successfully logged in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



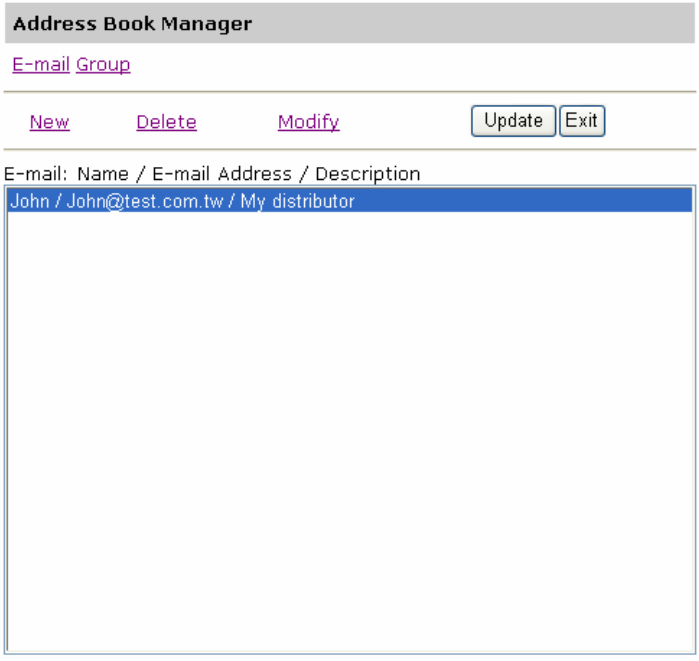
4. Click **Login** since the machine is shipped with no specific login name and password, and then click **Address Book Manager** to prompt the Address Book Manager screen.



5. Click the **E-mail** icon and choose **New** to prompt the **Add a New E-Mail Address** dialog.



6. Enter a local user's name, an e-mail address, and a description and click **Add** to temporarily save the latest data or **Cancel** to return to the **Address Book Manager** screen.

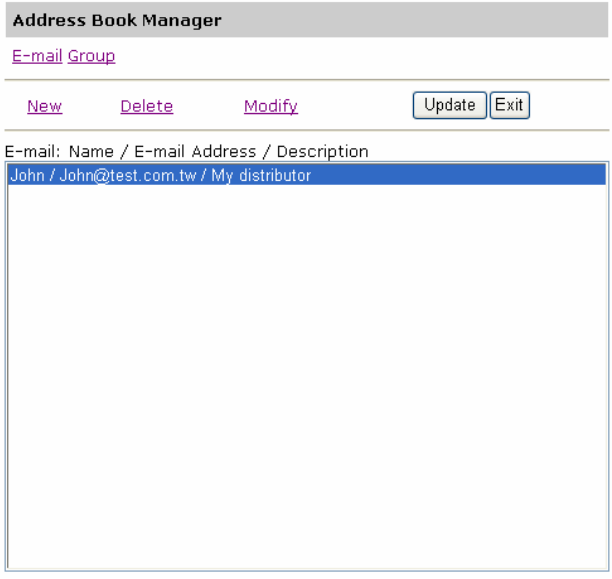


7. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any latest change.

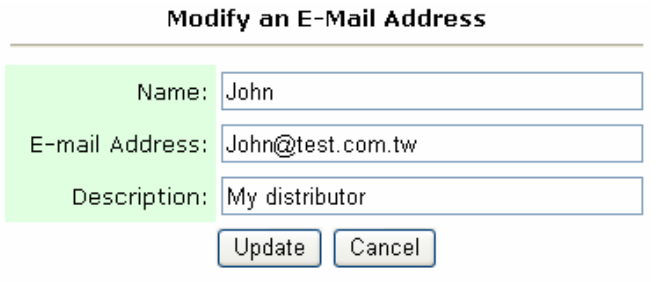
MODIFYING AN E-MAIL ADDRESS

To modify an e-mail address,

1. Repeat Step 1 to Step 3 from the previous section, *Adding an E-mail Address*. The **Address Book Manager** dialog appears.



2. Click the **E-mail** icon and choose the address you want to modify from the list. Choose **Modify** to prompt the **Modify an E-Mail Address** dialog.



3. Modify your address data.

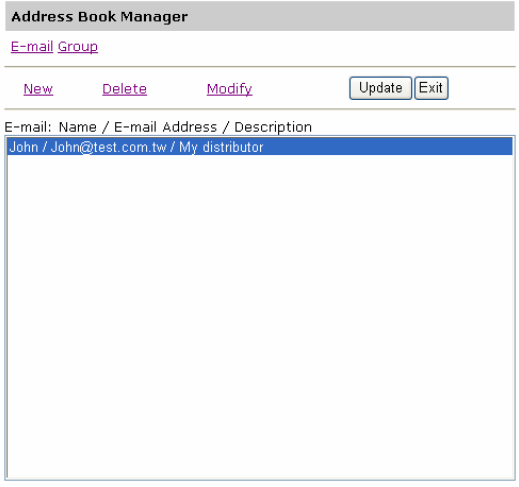
4. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.

5. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any change.

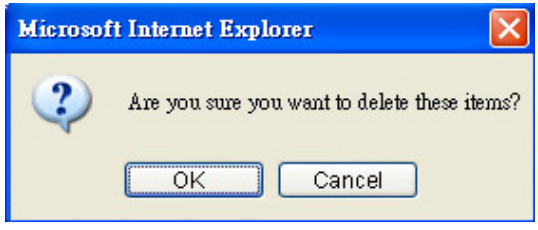
DELETING AN E-MAIL ADDRESS

To delete an e-mail address,

1. Repeat Step 1 to Step 3 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.



2. Click the **E-mail** icon and choose the address you want to delete from the list. Choose **Delete** to erase the address. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.

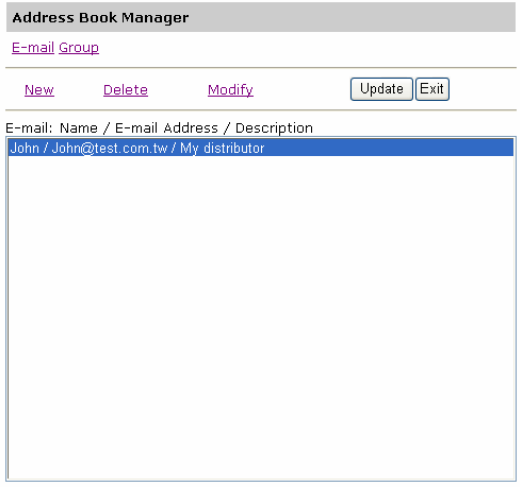


3. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any latest change.

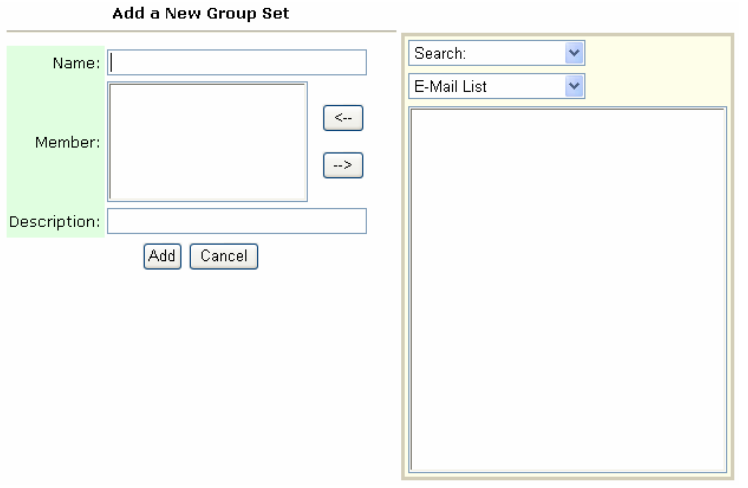
ADDING A NEW GROUP

To add new groups,

1. Repeat Step 1 to Step 3 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.

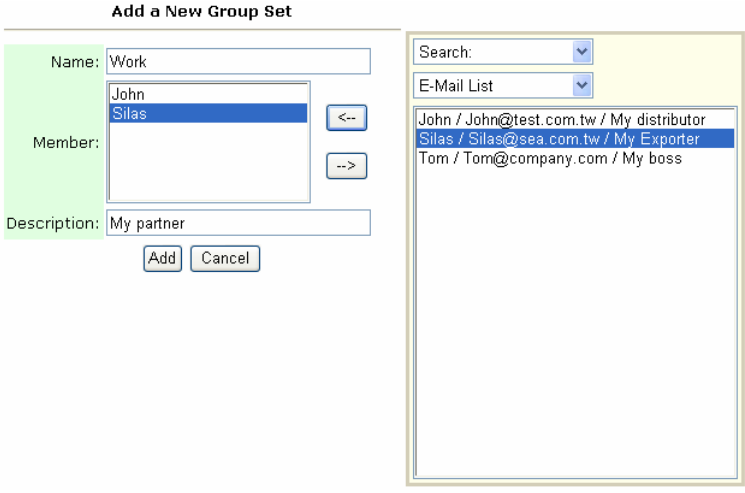


2. Click the **Group** icon and choose **New** to prompt the **Add a New Group Set** dialog.



3. Enter your group name.

4. Choose the address from the right side and click ← to add a member to the group.



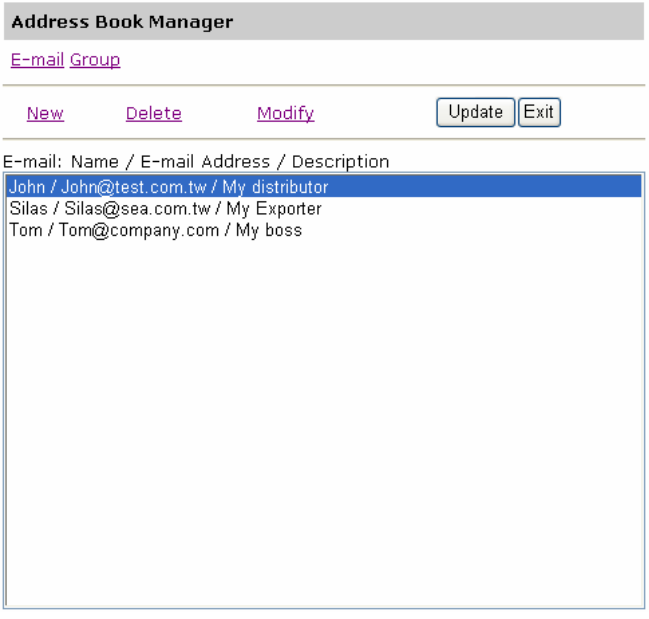
5. Click **Add** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.

6. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any latest change.

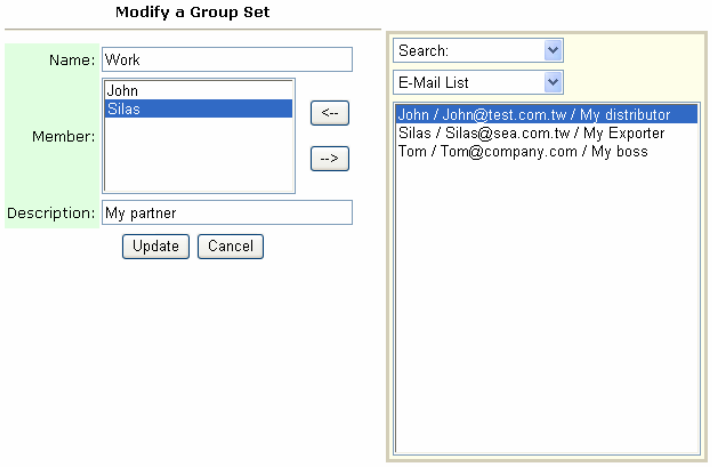
MODIFYING GROUP

To modify a group,

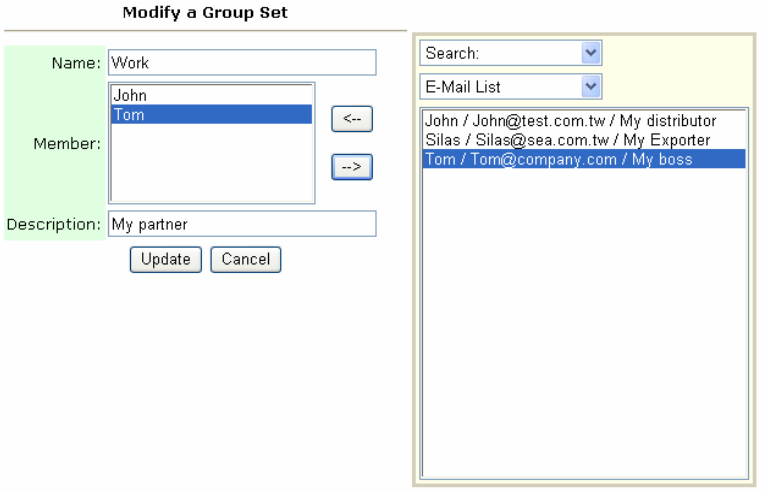
1. Repeat Step 1 to Step 3 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.



2. Click the **Group** icon and choose **Modify** to prompt the **Modify a Group Set** dialog.



3. Choose one member you want to modify from the group and click the → key to delete an old member from the group or click the ← key to add a new member to the group.



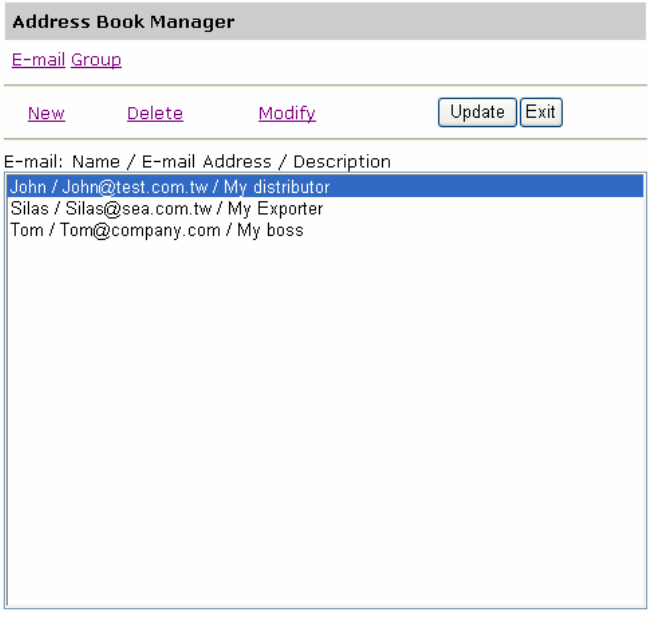
4. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen..

5. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any latest change.

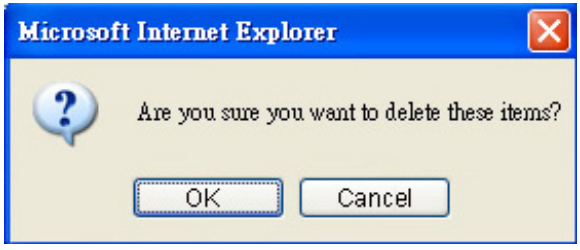
DELETING GROUP

To delete a group,

1. Repeat Step 1 to Step 3 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.



2. Click the **Group** icon and choose a group to delete. Click **Delete** to erase the group. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



3. Click **Update** to permanently save all the latest data on the product, or **Exit** to leave without saving any latest data.

5 Specifying FTP Folder Template and Profile

We know that the first thing you want to do is jump right in and create a profile to send a document to your desired server and even though we have made the whole process as easy as possible, there are still things you need to be aware of before you start. The following will introduce you to several server systems used with the product.

The Settings of Filing Server

FTP

FTP Stands for “File Transfer Protocol.” It is a common method of transferring files via the Internet from one computer to another. FTP use RFC 959[FTP] as their protocol, and the default Port is usually 21. Therefore, please make sure you have legal FTP account with the privilege of writing under the directory to save the files and the password before using FTP to save the files. To add a sub-directory from the product, you need to have the privilege of adding a new directory.

HTTP AND AVPP

Both HTTP and AVPP use RFC 2616[HTTP 1.1] as their protocol, and the default Port is usually 80. If you are not using the HTTP port or AVPP port 80 to save the files, you must change the HTTP Port or AVPP Port of the product to the port for the Web Server.

Generally speaking, Web Server, such as IIS or the other HTTP server, will use anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Hence, if the HTTP or AVPP Server allows anonymous account for authentication when you use the product to keep the files, there is no need for setting any text in the field of Login name and Password of the product.

On the other hand, if IIS or HTTP server does not allow anonymous account for authentication connecting to the web page, the user will be prompted to enter the user name and password first while connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the field of Login name and Password for the product respectively.

Therefore, please make sure the mode that your Web Server allows before using HTTP or AVPP for files saving. If anonymous access mode is not allowed, you must have legal HTTP account and password.

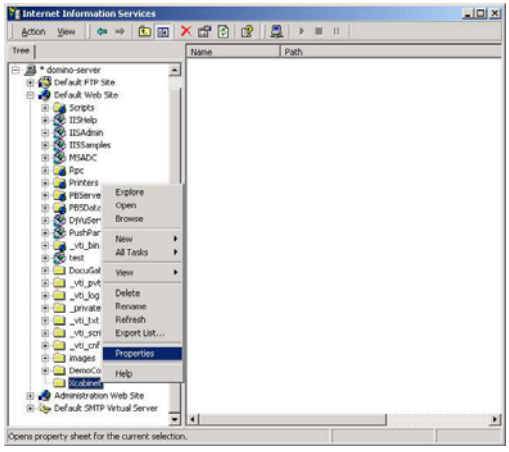
Since the product will check whether the directory for file saving really exists before proceeding file saving and then writing the file after scanning to the specified directory, you have to set the directory for files saving as “browse” and allow for writing in Web Server; otherwise, the product will not be able to write the file into the directory.

If you wish to use the product to save files, in addition to making some settings in Web Server, you will have to confirm the account with the privilege of writing for connecting Web Server; otherwise, the product will not be able to “write” the scanned file in the file system.

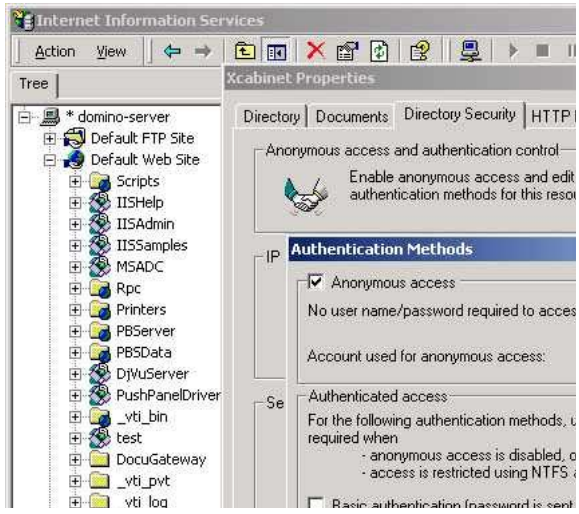
The following uses the IIS setting for anonymous access to Microsoft Windows 2000 as an example, and assumes the AVPP application is installed in the root directory of IIS, C:\Inetpub\wwwroot\Xcabinet, and the directory for files saving is in C:\Inetpub\wwwroot\Xcabinet. For non-anonymous access, refer to IIS for more detail information.

The settings for IIS anonymous access is as below:

1. Start “Internet service manager” in “Control Panel”, select “Default Web site” and right click C:\Inetpub\wwwroot\ Xcabinet, and select “Properties “.



2. In the Xcabinet dialog box, select “Directory security” tab, and click “Edit” for “Anonymous Access and Authentication Control”. Please make sure “ Anonymous Access” is selected in “Authentication Methods” dialog box.

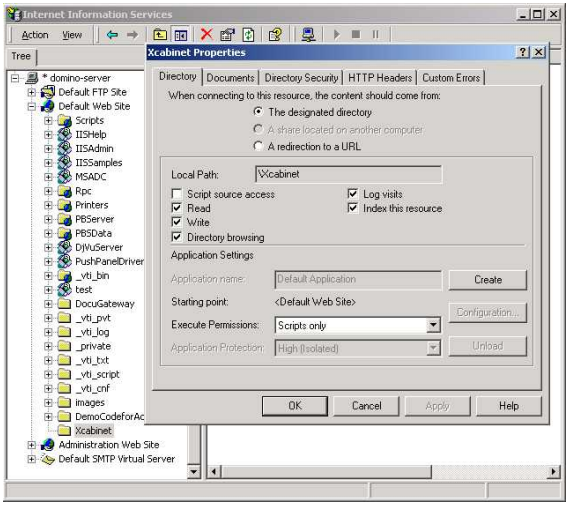


3. Click on “Edit” to Open “Account for anonymous access”.

Please make sure that the account, stored in your computer system, in the “username” filed is with sufficient privilege to access the file system.

The settings for IIS privilege is as below:

1. Like the setting in anonymous access, start “Internet service manager” and select “Default Web site”, and right click C:\Inetpub\wwwroot\Xcabinet, and select “Properties”.
2. Select “Directory” tab in the Properties page. Please ensure the privileges for “Read”, “Write” and “Directory Browsing” are selected.



The settings for directory is as below:

If the file management system in your server is NTFS, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\Xcabinet, you have to make sure the anonymous account is with sufficient privilege. You may make the following settings:

1. Select C:\Inetpub\wwwroot\Xcabinet directory in Windows Explorer, and right click to select “Properties”.
2. Select “Security” tab in the File dialog box, and select “Everyone”. Select the privileges for “Read and Execute”, “Folder Properties List”, “Read” and “Write”.

After that “every user” has the privilege to manage all files in the directory of files saving.

Note: For the actual security concern of the scanned files, we should not allow the group of “Everyone” to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended to set the privilege of the directory for file saving to IIS anonymous account or the other users and groups that can use the directory only.

Note:

1. Please note that HTTP and AVPP cannot add server sub-directory from the product.
2. When using Apache as HTTP server, you need to have a HTTP/1.1 put add-in module since the product uses chunked Transfer-encoding. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept the product for files saving. For more information, refer to the related document of Apache.
3. For IIS 6.0 on Windows 2003, you need to enable WebDAV in Server Extension folder.

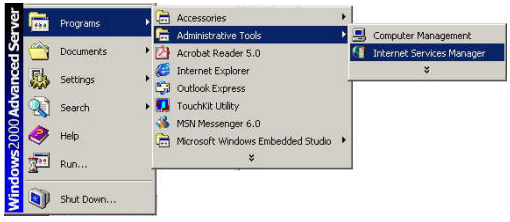
HTTPS

HTTPS is a secure way of using HTTP. HTTP provides almost no security feature. It contains only basic authentication mechanisms, and supports little privacy. HTTPS solves this problem by adding SSL, a secure transport layer over insecure TCP.

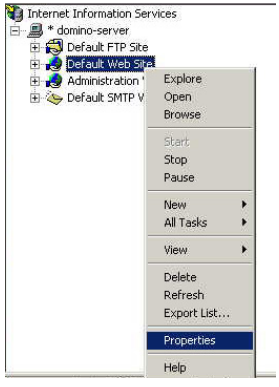
To send scanned document to servers using HTTPS, you must install SSL on the destination servers. How to install SSL properly on the server, please refer to the server's manual. After SSL has been installed well, please check if the SSL port is editable and the directory security has been selected. The following illustrations show how to check the SSL port and directory security in Windows 2000 Server system.

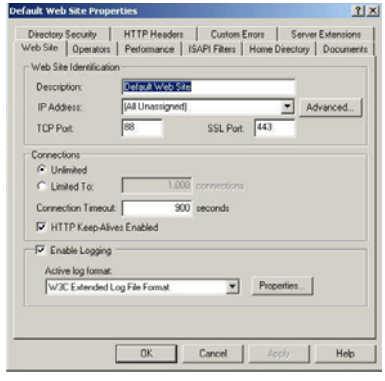
To check if SSL port and directory security have been selected,

1. Click Start>Program>Administrator Tools>Internet Service Manager in succession.

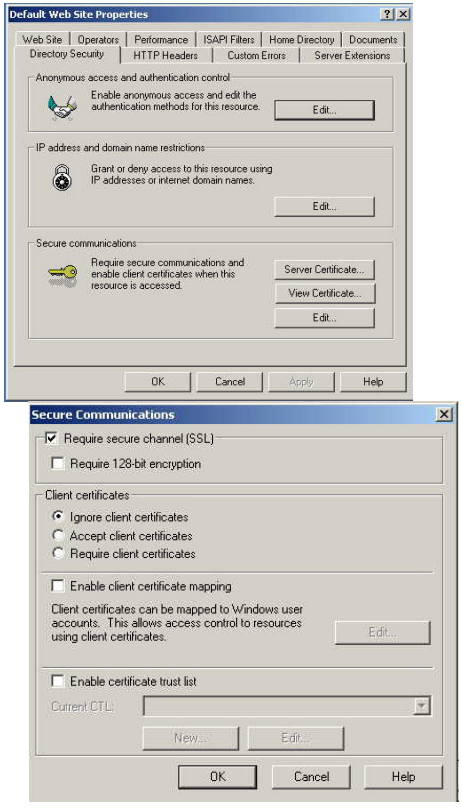


2. Click **Default Web Site** and click the right mouse button and choose **Properties**. The **Default Web Site Properties** dialog box appears. Click the **Web Site** tab and check if SSL port is editable.





3. In the **Default Web Site Properties** dialog, click the **Directory Security** tab and then click the **Edit** button from the **Secure communication** field. The **Secure Communication** dialog appears.



4. Check if "**Require secure channel (SSL)**" and "**Ignore client certificates**" have been selected.

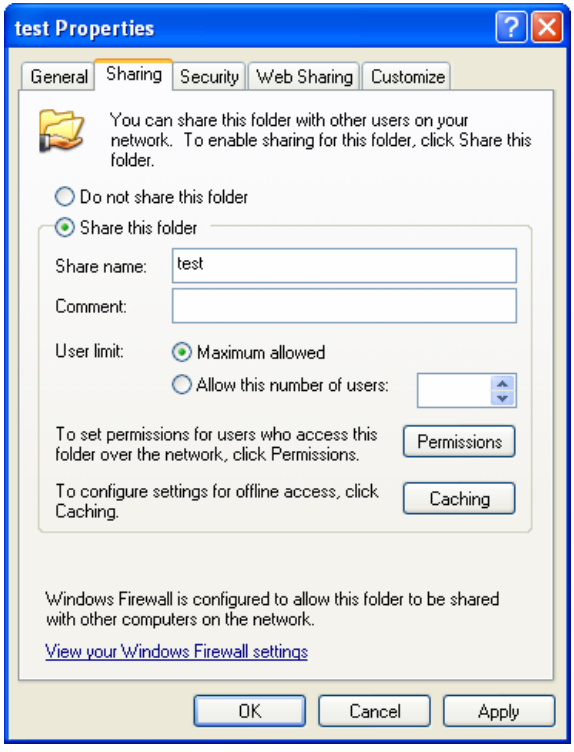
Or

You may simply type "netstat" in a MS-DOS command. If the https has been established as below, then the server is ready to receive scanned document from the product via HTTPS.

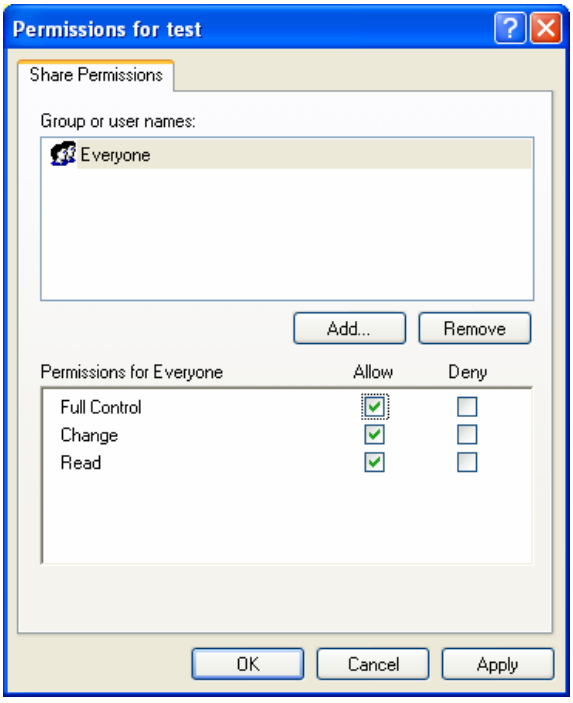
C:\>netstat
Active Connections
Proto Local Address Foreign Address State
TCP domino-server:kerberos domino-server:1065 TIME_WAIT
TCP domino-server:https domino-server:1066 ESTABLISHED
TCP domino-server:1066 domino-server:https ESTABLISHED
C:\>

CIFS

CIFS (Windows Network Share) is a file saving protocol generally used for “recourse sharing” of network in Microsoft Windows systems. Please set up the “shared directory” per the network settings for sharing in MS Windows. Generally, on the shared directory Properties dialog box under the Windows XP, select “Sharing” tab, and select “Share this folder”. Click “Permissions” button to open “Permissions for the shared directory” dialog box.

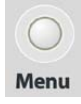

test Properties
General
Sharing
Security
Web Sharing
Customize
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.
Do not share this folder
Share this folder
Share name:
test
Comment:
User limit:
Maximum allowed
Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

Check the “Full Control“ to have full privileges of the shared directory.



Specifying the FTP Folder Template by the Control Panel

To simplify the filing operation, the administrator can set up the filing parameters including protocols, directory, file name and other scanning parameters as a template. When you add a new profile, all settings of a template will be automatically copied to your new profile settings. Setting up the FTP folder Template parameters can be done either by the control panel or by the product's web page.

1. Press Menu button 

on the control panel. This prompts the login name message.

   Login name:

2. Press the Select button if the administrator has not created a login name. This prompts the input password message.

   Input Password:

3. Press the Select button if the administrator has not created a new input password. This prompts the **Administrator** screen.

4. Press the Up/Down arrow button or to select **FTP Folder Template**, and then press the Select button . The following **FTP Folder Template** screen appears.

1.	**Protocol:**
2.	**Target URL:**
3.	**Port:**
4.	**File Name:**
5.	**Color Output Format**
6.	**B&W Output Format**
7.	**Resolution: 200**
8.	**Density: 4**
9.	**Sub Folder: OFF**
10.	**Report to e-mail:**
11.	**Document Size: A4**
12.	**Auto Deskew: ON**
13.	**Save & Exit:**
14.	**Exit**

5. Enter or select each FTP folder Template parameter respectively and press the Select button to complete all settings as you did for the **Management** screen.

   Refer to the following table for the detail of each setting:

Item	Description
Protocol	Choose the protocol you desire to store your scanned image. **Choice: *FTP, *HTTP, *CIFS, *HTTPS, *AVPP**
Target URL	Specify the filing server address and path. **Important note:** You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.
Port	The port number for your filing server. Default value: ftp:21, http:80, CIFS:139, AVPP:80, https:443 If the default value is different from the real case, input the correct port number in this field.
File Name	The file name for filing a document The system will remind you if the field is not filled.

Color Output Format	File format for documents to be sent in colors via filing from the product. Choice: 1. File format: PDF, JPEG, TIFF, JPEG+EXIF, MTIF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression rate: Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression rate is defined as RAW only.)
B&W Output Format	File format for documents to be sent in black and white via filing from the product. **Choice:** **1. Multi-level B&W/Gray: ON,OFF** **2. File format: PDF, PCX, MTIFF(Multi-page TIFF), TIFF** **3. Compression rate: Low, Medium, High** (If you choose ON from Multi-level B&W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG+EXIF. If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only. If you choose OFF from Multi-level B&W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression rate of MTIF or TIF includes G3, G4, and Raw.)
Resolution	The scanning resolution you choose to scan from the product. The higher resolution makes a clearer image, but occupies more space. **Choice:** 75, 100, 150, 200, 300, 400, 600 (dpi)
Density	Choose the density level. **Choice: 1,2,3,4,5,6,7.** (1 means weakest density , and 7 means strongest density.)
Sub folder	Input a name of the sub folder if you want. (Make sure you have a privilege to create a sub folder under the server.) **Choice: ON, OFF**

Report to e-mail	Enter an e-mail address if you wish to send the filing report to the e-mail.
Document Size	Choose your document size. **Choice: A4, A5, B5, Legal, Letter**
Auto Deskew	Use this option to automatically deskew a document. **Choice: ON , OFF**

4. Use the Up/Down arrow button or to select **Save & Exit** to save your desired settings.

Adding a New Profile on the Control Panel

A profile contains a list of information including the type of your protocol, target directory, file name, file format, and scanning parameters for your scanned document to be sent to your filing servers. Create some new profiles you frequently use to speed up the filing process. In addition, if you have already specified the FTP folder template, all settings of the template will be automatically copied to your new profile settings so that you don't need to retype the same settings when adding a new profile.

1. Press

on the control panel, and the **Profile** list that is often used will appear.

2. Choose <**<New Profile>>**, and then press the Select button . The following **Profile Parameters** screen will appear.

1. Profile Name:
2. Protocol: FTP
3. Target URL: ftp://
4. Port : 21
5. User Name:
6. Password:
7. File Name :
8. Color Output Format :
9. B&W Output Format:
10. Resolution: 200
11. Density: 4
12. Sub Folder: OFF
13. Report to E-mail:
14. Document Size:A4
15. Auto Deskew: ON

3. Enter your profile name and choose your desired protocol. Note that the root of the target URL will automatically change due to the protocol you have selected.

Use or to scroll between items and press Select button to complete each entry.

Note:

If you do not know how to first set up servers such as CIFS and HTTP, please skip to the following section, Illustrating CIFS and HTTP profile settings, and then return to Step 3.

File size v.s. resolution

File size	PDF	TIFF	JPEG
B&W 200 dpi, A4	34K	484K	N/A
300 dpi, A4	59K	1089K	N/A
Color 150 dpi, A4	144K	6550K	141K
200 dpi, A4	235K	24576K	234K

* The above file size information is for your reference. The data may vary due to the contents of your original.

Note:

The default settings: Profile name: None, Protocol: FTP, Target URL: ftp://, Port: 21, File name: None, Color output format: PDF, B&W output format: PDF, Resolution: 200, Density:4, Subfolder: No, report to-email: None.

4. After you have completed your entry, press

to send your document(s) in black and white, or press

to send your document(s) in colors.

5. After your input, the machine begins scanning and sending the scanned document to the filing server. After this is completed, the screen will enquire if you wish to include the new profile to your profile list if you have chosen **"Yes"** in the "**Add profile after filing"** from the submenu of **Management** when you press Menu button.

Save new profile?
No →

6. Use the right arrow button to select Yes and press Select button to complete. The new profile will be added to the profile list as below.

Note:

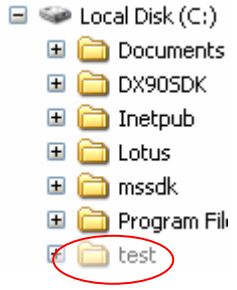
1. On the control panel, you can add new profiles only. Modifying or deleting profiles is available on the product's web page.
2. You can set up a maximum of 50 profiles. The Filing main screen can show up to 5 profiles. If your profile name does not appear in the Filing main screen, please press **"Address book/FTP folder"** to choose your desired profile name from the list.

Illustrating CIFS and HTTP Profile Settings

Using two examples to illustrate CIFS and HTTP profile settings

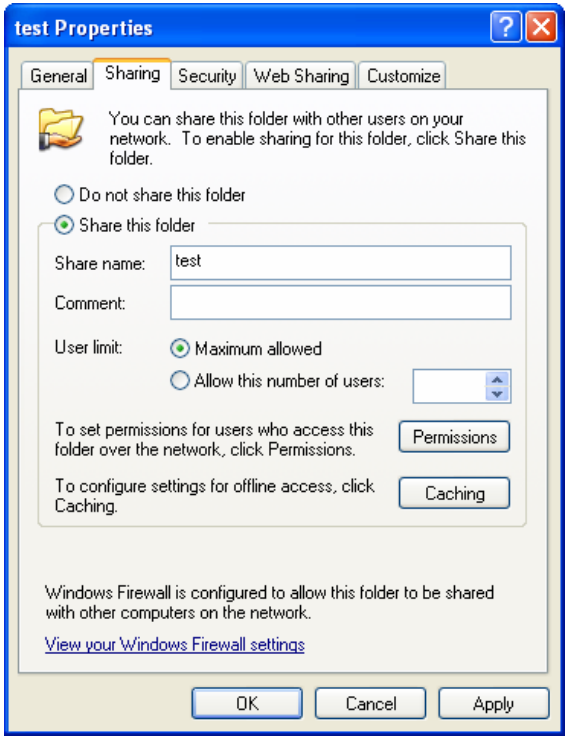
The following two examples provide enough information for you to get to grips with applying your profile in real cases.

Example 1: Illustrating CIFS profile settings
Suppose you create a shared folder, **test**, in the C disk under the Windows XP, which will be used to store this product's scanned image, as shown below.

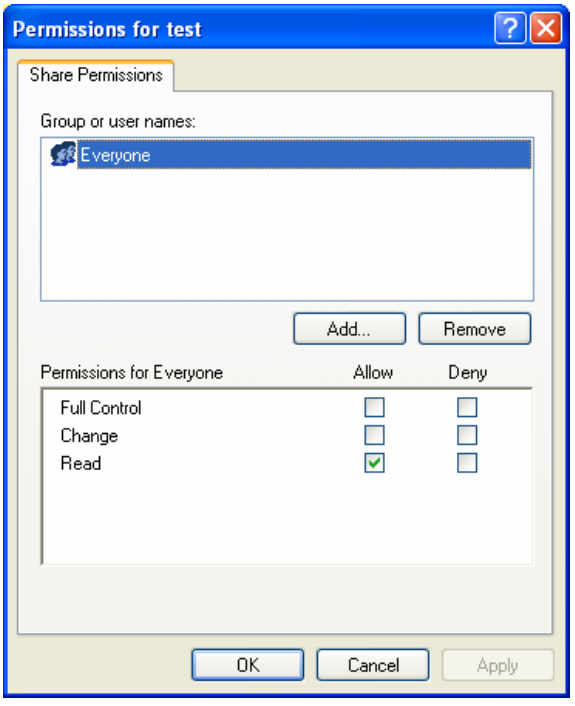


In addition, suppose your computer's IP is "10.1.30.77", and your computer name is "Silas".

Right click **test** folder, and select “Properties” to open **test** Properties dialog box.


test Properties
General
Sharing
Security
Web Sharing
Customize
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.
Do not share this folder
Share this folder
Share name:
test
Comment:
User limit:
Maximum allowed
Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

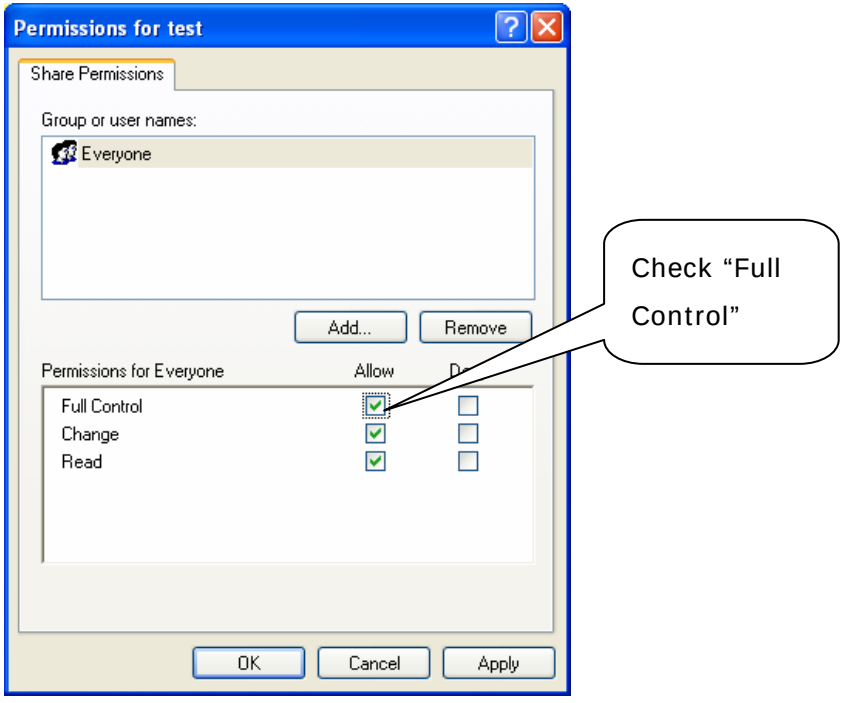
In the **test Properties** dialog box, select “Sharing” tab, and select “Share this folder”. Click “Permissions” button to open “Permissions for test” dialog box.



Note:

The share name and the specified folder name do not necessarily share the same name. For clarity, we just use the folder name as the share name.

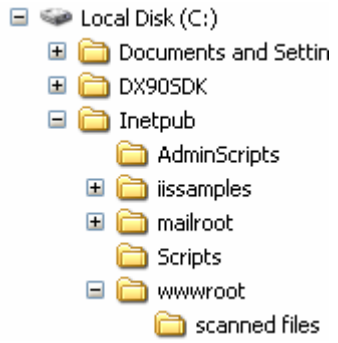
For simplicity, suppose you allow the group of “Everyone” to have full privileges of the **test** directory. Check “Full Control”.



Suppose you set the following **Profile Parameters** for the CIFS server you just set up.

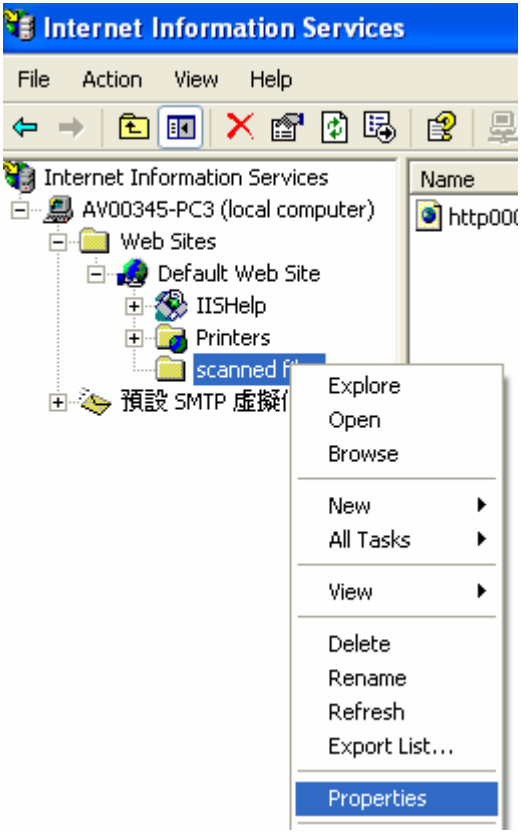
1. Profile Name: CIFS test
2. Protocol : CIFS
3. Target URL : file:\\10.1.30.77\Silas\test
4. Port : 139
5. User Name: tess516
6. Password: xxxxxx
7. File Name : test#D#n
8. Color Output Format: PDF
9. B&W Output Format: PDF
10. Resolution: 200
11. Density: 4
12. Sub Folder: ON
13. Report to e-mail: bess@test.com.tw
14. Document Size: A4
15. Auto Deskew: ON

Example 2: Illustrating HTTP profile settings
Suppose you install an IIS server in the C disk under the Windows XP, create a new folder for saving files, named **scanned files**, under the root directory of IIS, as shown below.

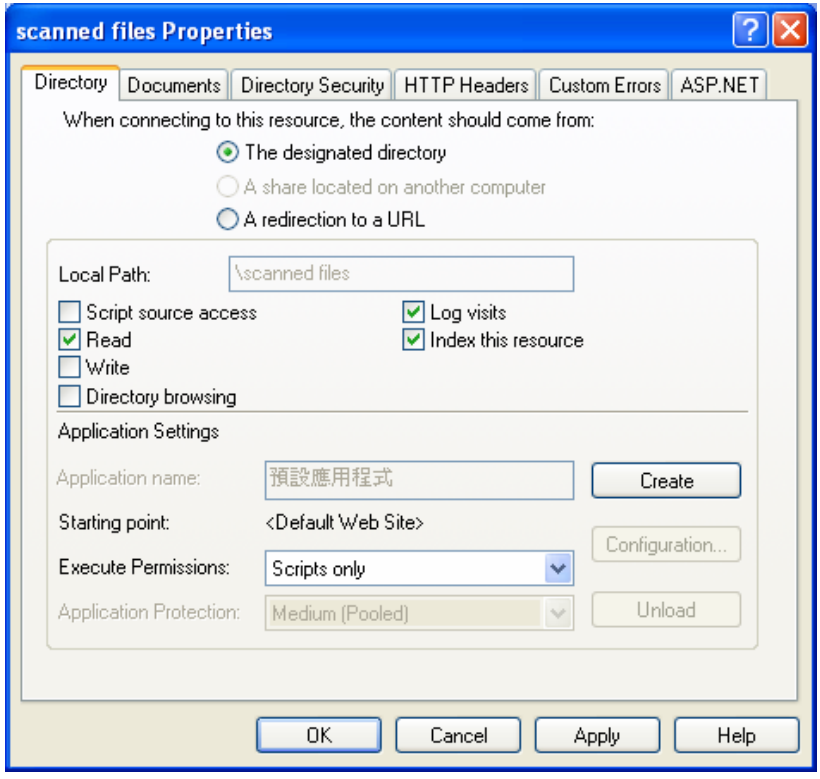


In addition, suppose your HTTP server's IP is "10.1.30.77".

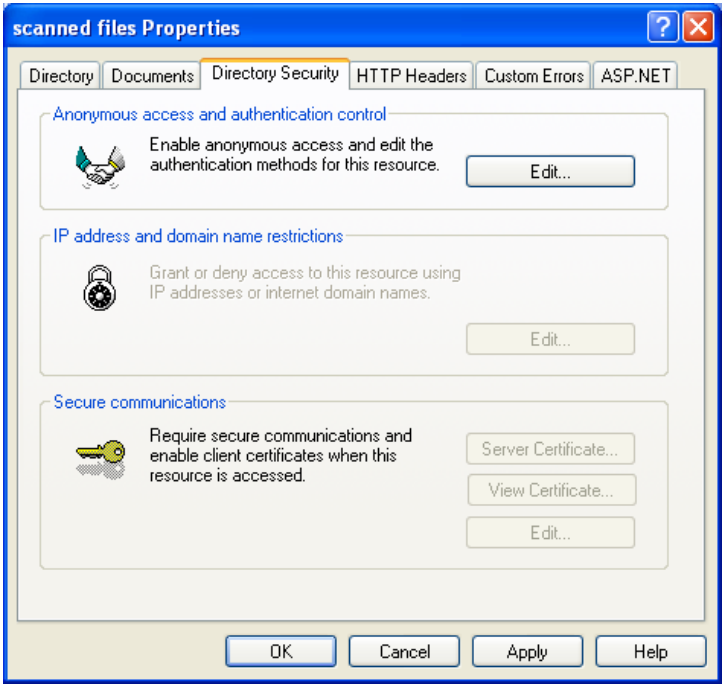
Start “Administrative Tools” in “Control Panel”, select “Internet Information Services”, select “Default Web site” and right click scanned files, and select “Properties “, as shown below.



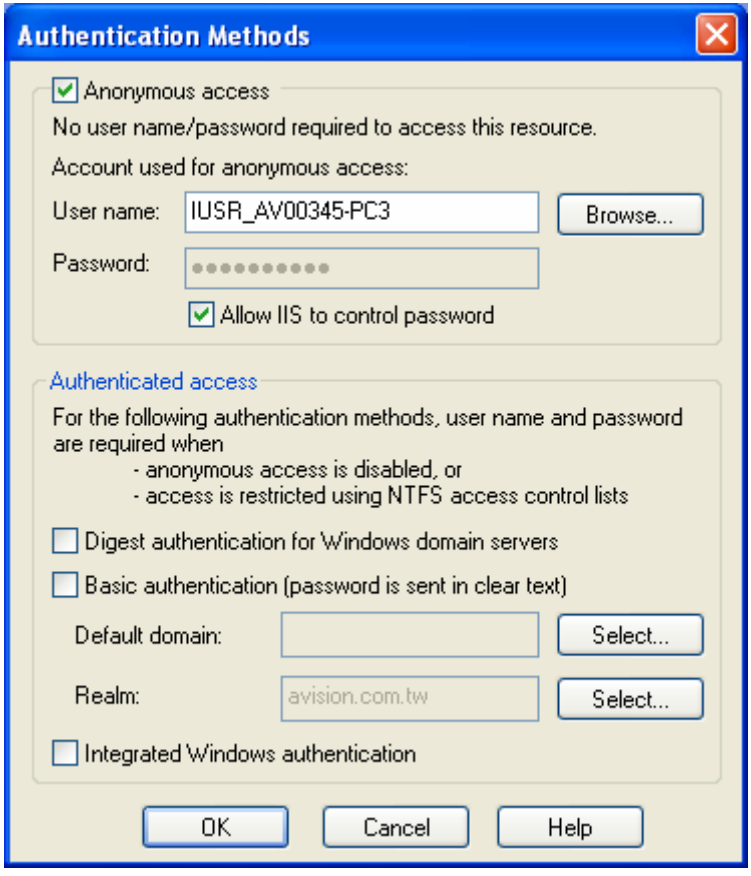
When the scanned files properties dialog box appears, select “Directory Security” tab.



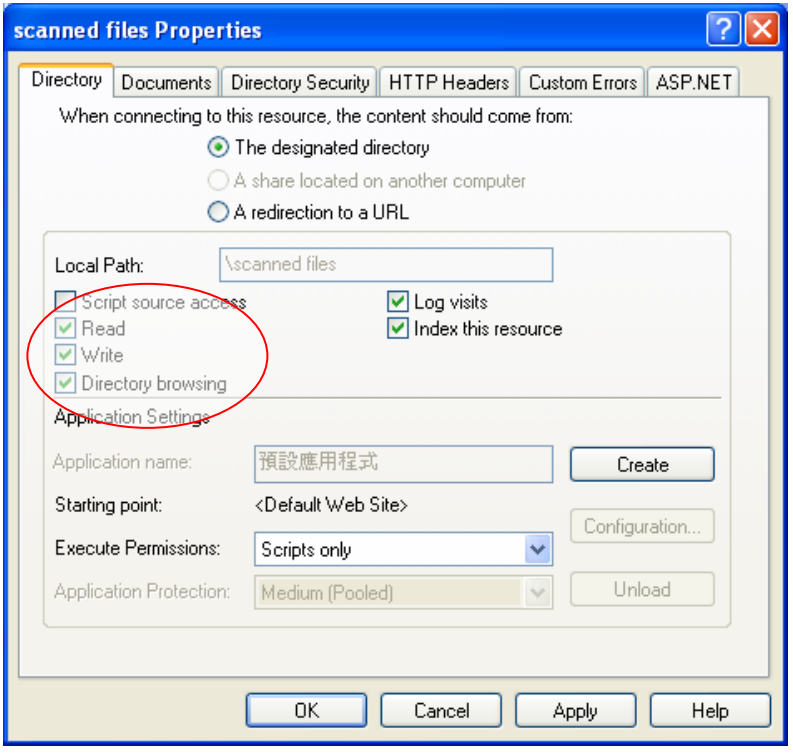
Select “Edit…” button.



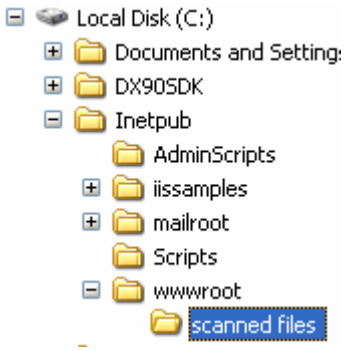
Check “Anonymous access”, and then click “OK” button.



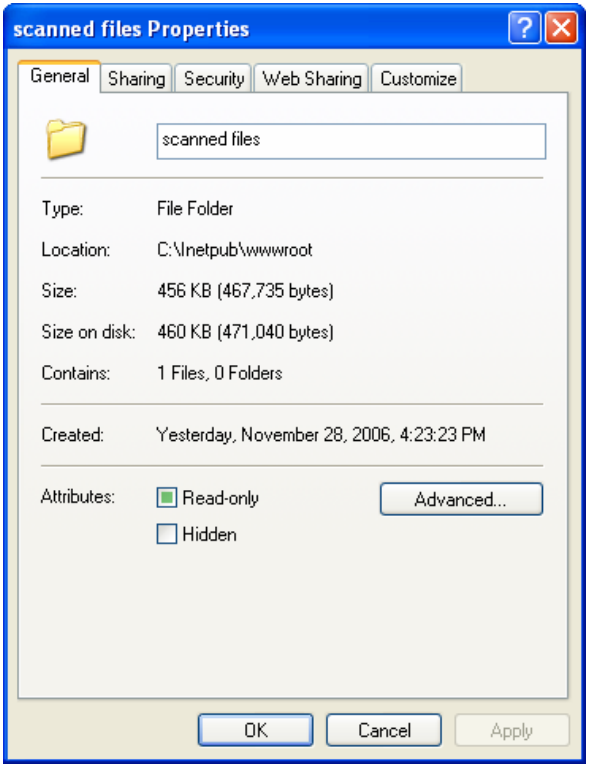
When the scanned files Properties dialog box returns, select “Directory” tab, and then check “Read”, “Write”, and “Directory browsing”. Finally, click “Apply” button and “OK” button.



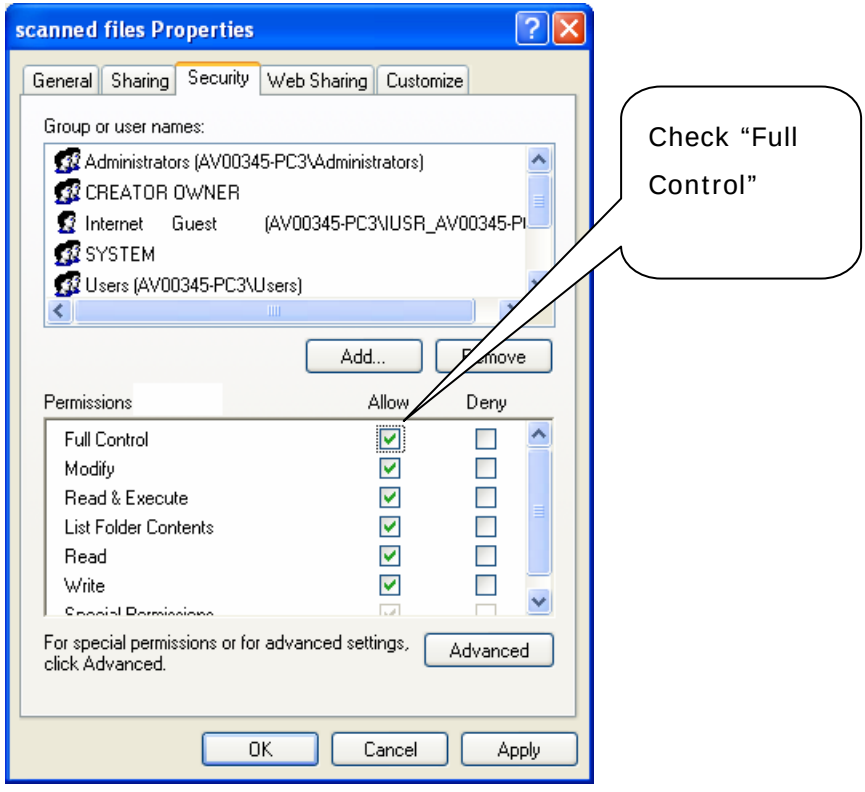
In Windows Explorer, select “C:\Inetpub\wwwroot\scanned files” and right click to select “Properties”.



When the scanned files Properties dialog box pops up, Select “Security” tab in the scanned files Properties dialog box.



For simplicity, suppose you allow the group of “Internet Guest” Account to have full privileges of the directory, and check “Full Control”.

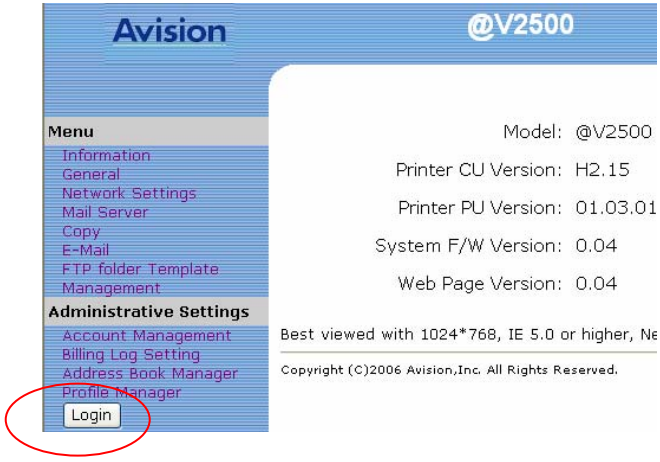


Suppose you set the following **Profile Parameters** for the HTTP server you just set up.

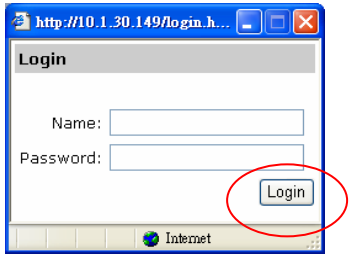
1. Profile Name: HTTP test
2. Protocol : HTTP
3. Target URL : http://10.1.30.77/ scanned files
4. Port : 80
5. User Name: John
6. Password: xxxxxx
7. File Name : test#D#n
8. Color output format: JPEG
9. B&W Output Format: TIFF
10. Resolution: 200
11. Density: 4
12. Sub Folder: ON
13. Report to e-mail: bess@test.com.tw
14. Document Size: A4
15. Auto Deskew:ON

Specifying the FTP Folder Template by the Product's Web Page

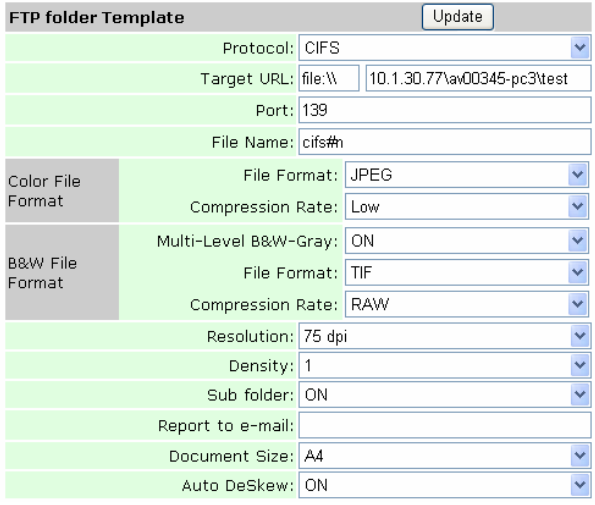
1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web.



2. Click the **Login** button to open the Login screen.
The Login button will be changed to the Logout button after you successfully log in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



3. Click **Login** since the machine is shipped with no specific login name and password, and then click **FTP FOLDER TEMPLATE** to prompt the FTP FOLDER TEMPLATE screen.



4. Enter or select an input parameter respectively, and then finally click **Update** to save your settings.

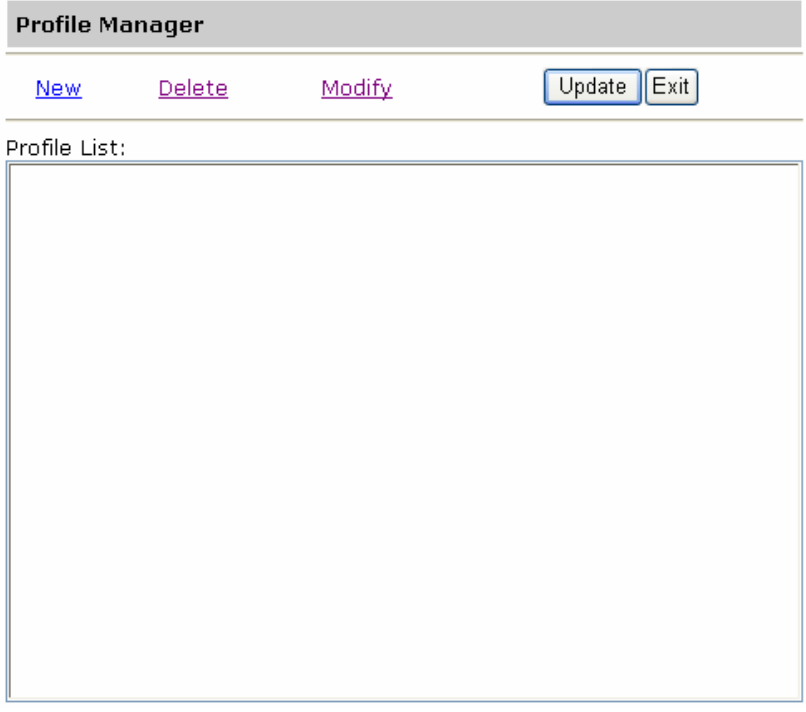
   (All of the settings are the same as those in the section, specify the FTP Folder Template by the Control Panel.)

Adding a New Profile by the Product's Web Page

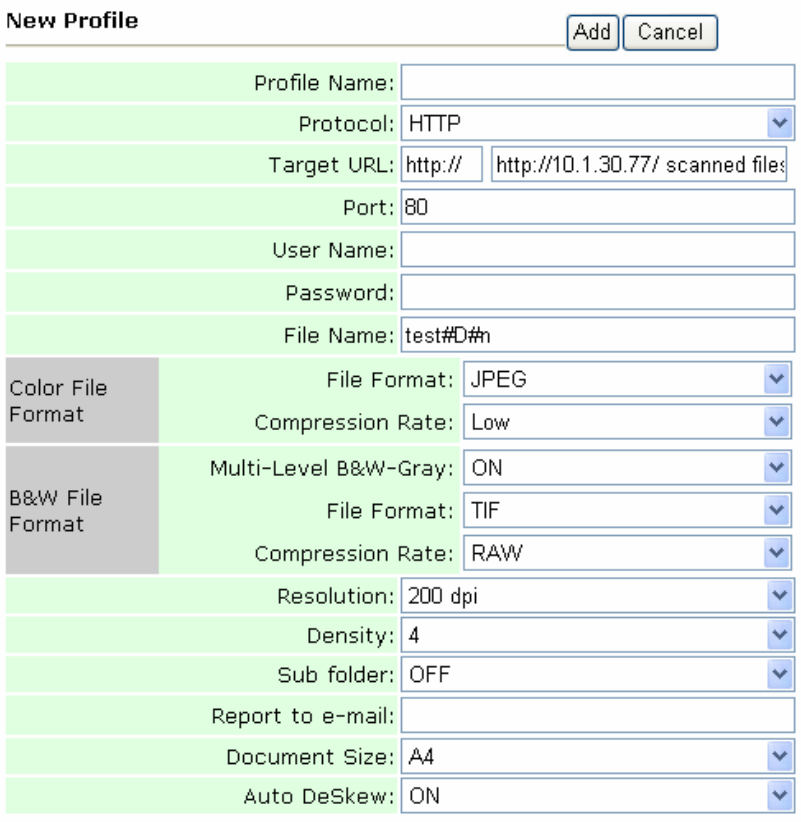
To add a new profile,

1. Repeat Step 1 to 2 from the previous chapter, *Specifying the FTP folder Template by the product's Web page*.

2. Click **Login** since the machine is shipped with no specific login name and password, and then click **Profile Manager** to prompt the Profile Manager screen.



3. Click **New** to prompt the **New Profile** dialog.

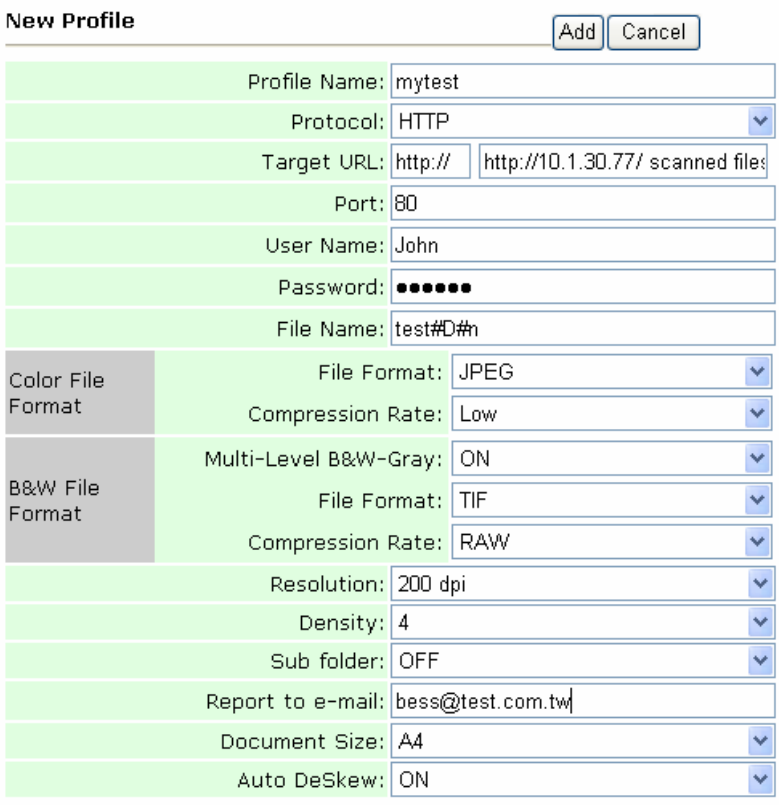


Note:

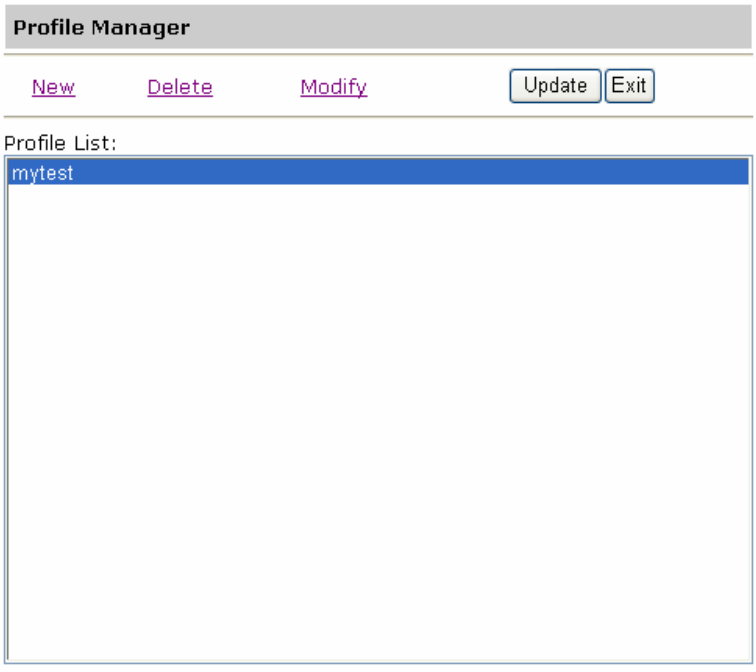
If you have already specified the FTP Folder Template, all the settings of the template will be automatically copied to your new profile settings so that you don't need to retype the same settings when adding a new profile.

4. Enter your profile information.

   For simplicity, suppose you want to use the same settings as the FTP folder template's.



5. Click **Add** to temporarily save the latest data and return to the main screen.



6. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any change.

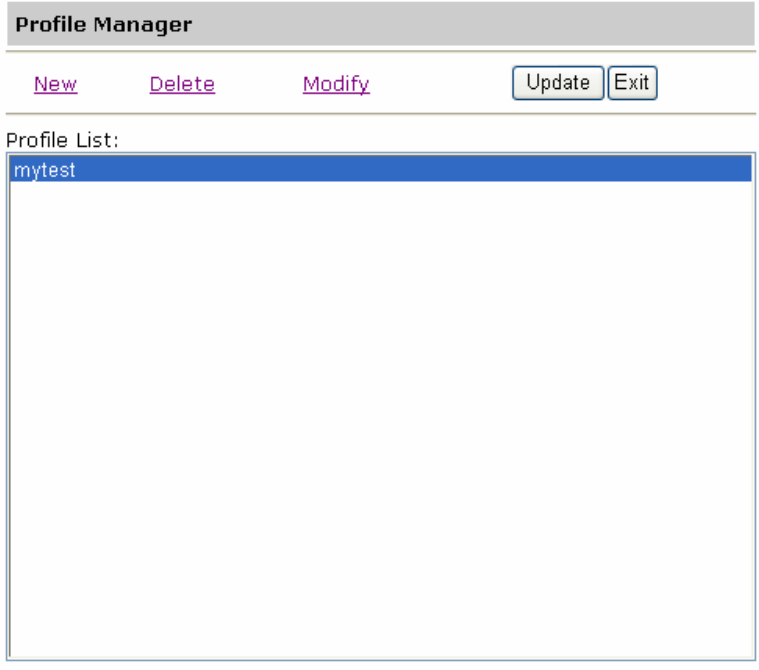
Modifying Current Profiles

You can modify or delete profiles only by the web page.

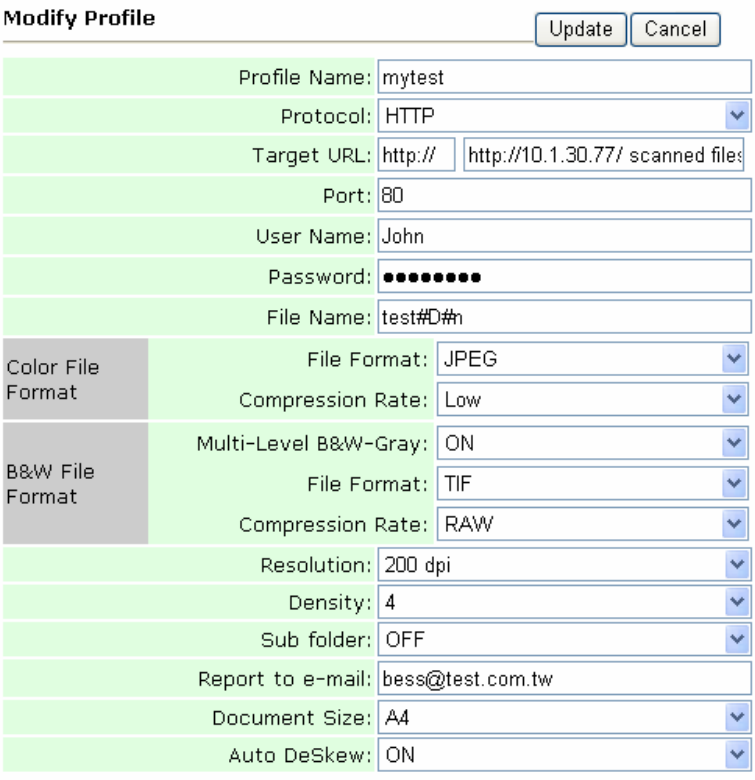
To modify a current profile,

1. Repeat Step 1 to 2 from the previous chapter, *Specifying the FTP folder template by the product's web page*.

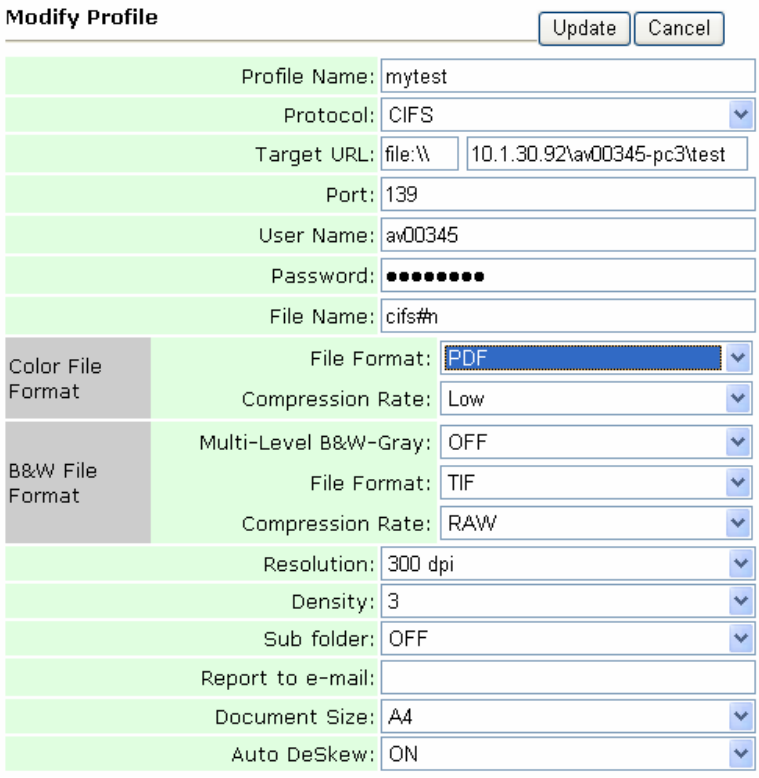
2. Click **Login** since the machine is shipped with no specific login name and password, and then click **Profile Manager** to prompt the Profile Manager screen.



3. Choose the profile you wish to modify and click **Modify** to prompt **Modify Profile** dialog as shown below:



4. Modify your profile content. For example,



5. Click **Update** to temporarily save the latest data, or **Cancel** to exit and then the main screen returns.

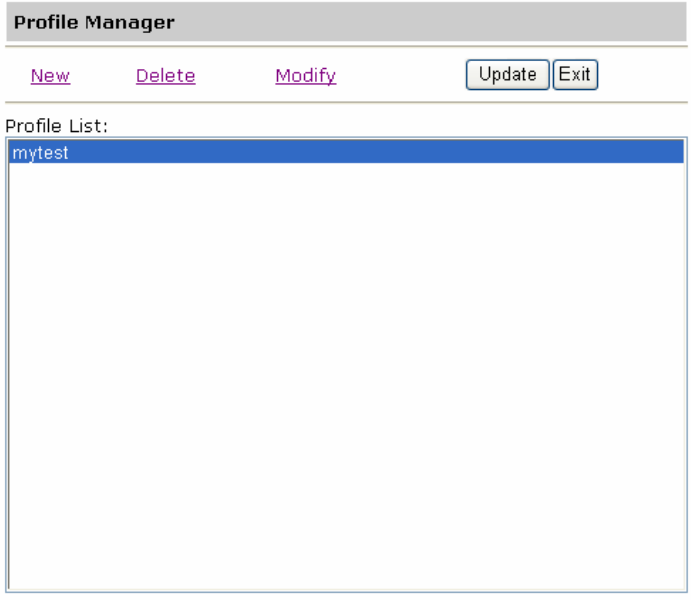
6. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any latest change.

Deleting Profiles

To delete a profile,

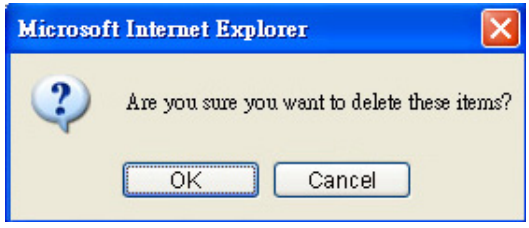
1. Repeat Step 1 to 2 from the previous chapter, *Specifying the FTP folder Template by the product's Web page*.

2. Click **Login** since the machine is shipped with no specific login name and password, and then click **Profile Manager** to prompt the Profile Manager screen.



3. Choose the profile you wish to delete.

4. Click **Delete** to erase the profile. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



5. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave without saving any latest change.

6 Setting up Account Management

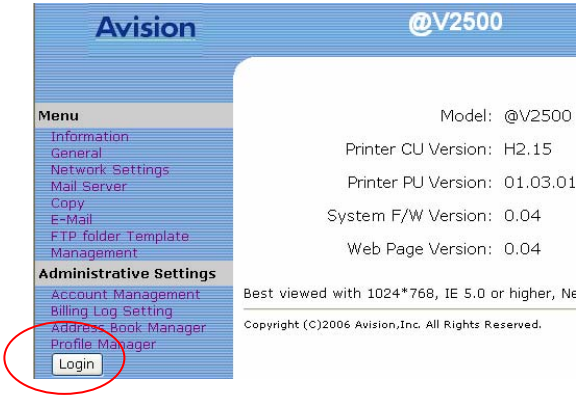
This chapter is specifically targeted to the persons who are responsible for the administration of the product. If you are the administrator of this product, please read this chapter before using the product.

This chapter describes how to set up the Account Management. The Account Management on the product web page must be set up first if you permit someone to have limited use on the Copy, E-mail, or Filing function. The Account Management on the control panel allows you only to switch desired servers without entering the product web page again.

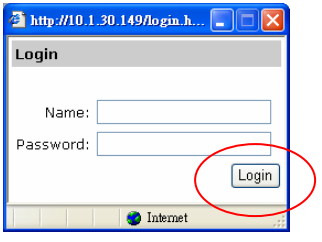
After the administrator has set up Account Management and restarted the product or logged out due to time out, a user is required to create login name/password and quota to use the product. The access to the Account Management is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities. Both Login and Password leave blank by default.

SETTING UP ACCOUNT MANAGEMENT BY THE PRODUCT'S WEB PAGE

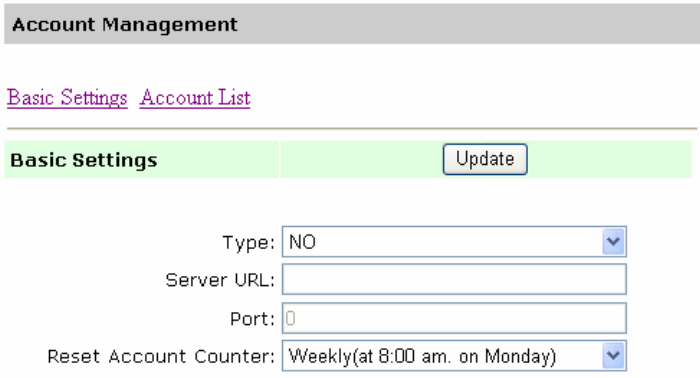
1. Type the IP address of the product in the URL field of your browser and then press **Enter**.



2. Click the **Login** button to open the Login screen.
   (The Login button will be changed to the Logout button after you have successfully logged in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



3. Click **Login** since the machine is shipped with no specific login name and password, and then click **Account Management** to prompt the Account Management dialog box.

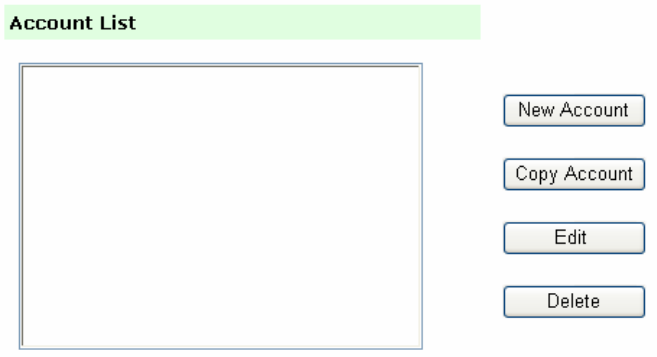


4. Under the Basic Settings tab, select a server type from the Type dropdown list, type in your server URL in the Server URL field, type in your server port in the Port field, and select a counter reset option from Reset Account Counter dropdown list. Finally click **Update** to save your settings.

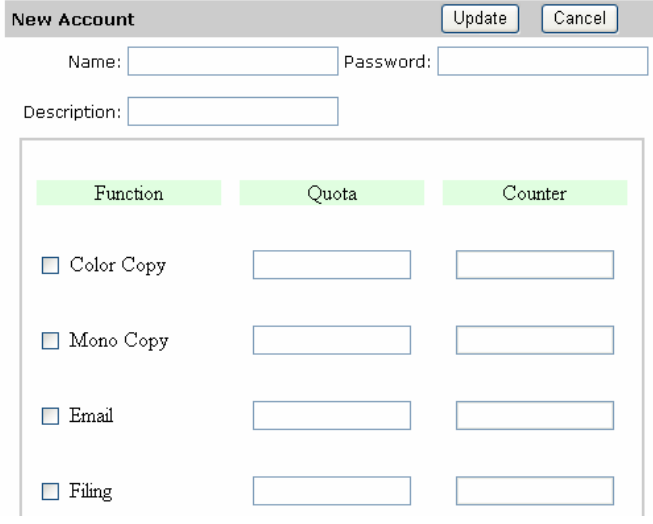
Refer to the following table for the detail of each setting:

Type	Allow the system administrator to define the security type **Choice:** No, Local ,HTTP, LDAP, SMTP **Note:** "No" means no security type is applied. "Local" means using the product as the security type, and the name and password entered in the Account management are saved in the product memory. "HTTP, LDAP, or SMTP" means using a HTTP, LDAP, or SMTP server as a security type, and a HTTP, LDAP, or SMTP server will be assumed to know the name and password entered in the account management.
Server URL	Define the location of the security server.
Port	Enter the port number if you choose HTTP, LDAP, or SMTP as your security type.
Reset Account Counter	Reset the Counter by the following schedule choice. **Choice:** Weekly(at 8:00 am. on Monday) Monthly(at 8:00 am. the First day)

5. Click the **Account List** tab to open the Account List dialog box, as shown below.



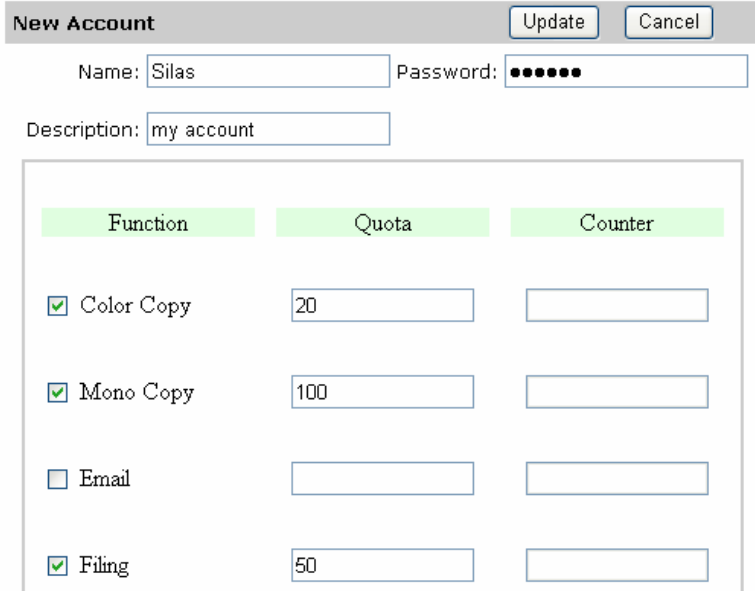
6. Click the **New Account** button to open the **New Account** dialog box, as shown below.



7. Set up your user name and password respectively in the Name and Password fields. Give an alias or name in the Description field if necessary.

8. Check some of function items under the Function column, type in a number in the relevant Quota column.

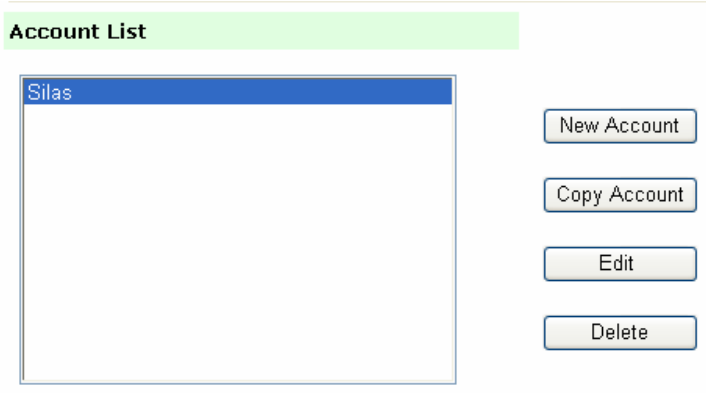
   For example, the administrator allows the user, Silas, to perform 20 pieces of documents on the Color Copy function, 100 pieces of documents on the Mono Copy function, and 50 pieces of documents on the Filing function, but does not allow Email function. The New Account settings are demonstrated below.



Note:

Quota means how many pieces of documents you allow each function to perform. The number shown in the Counter column will be increased by one after the relevant function performs one piece of document. When the number of Counter is equal to that of Quota, the specified user can no longer use that function again.

9. Click Update button back to the Account List screen.



Click the **Copy Account** button if you want to permit other persons to use the same amount of quota for each given function. You only need to give new names and passwords for different persons without retyping the rest.

Click the **Edit** button if you want to modify something for the specified person account.

Click the **Delete** button if you want to delete the specified person account.

7 Creating Billing Log Settings

If you are the administrator of this product, please read this chapter before setting up the machine.

Billing Log Setting allows you to send the log result by e-mail or by protocol. You can also select a sending log schedule by hour, by day, or by week. The access to the Billing Log Setting is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities. Both Login and Password leave blank by default.

CREATING BILLING LOG SETTINGS BY THE CONTROL PANEL

1. Press Menu button

on the control panel. This prompts the login name message.

   Login name:

2. Press the Select button as the default login name. This prompts the input password message.

   Input Password:

3. Press the Select button as the default password. This prompts part of the following **Administrator** screen.

```
1.  Information
2.  General
3.  Network Settings
4.  Mail Server
```

Press the Up/Down arrow button or repeatedly to scroll through the top menu level. The complete top menu level, Administrator screen, is shown as below:

```
1.  Information
2.  General
3.  Network Settings
4.  Mail Server
5.  Copy
6.  E-Mail
7.  FTP Folder Template
8.  Account Management
9.  Billing Log Setting
10. Management
11. Exit
```

4. Press the Up/Down arrow button or to select **Billing Log Setting**, and then press the Select button .

   The following **Billing Log Setting** screen appears.

1. Log Information
2. Send Log to
3. Mail Subject:
4. Send Log Schedule: No
5. Time for Sending Log:
6. Clear Job Logs
7. Save & Exit
8. Exit

5. Press the Up/Down arrow button or to select an item.

6. Press the Select button to enter the next menu level.

7. Press the Left/Right arrow button or to select an item or enter an input content.

8. Press the Select button again.

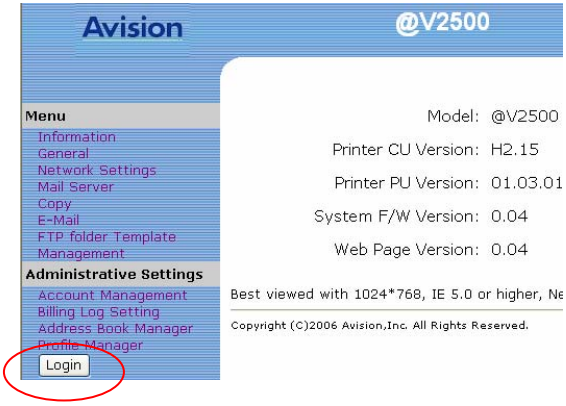
9. Press the Up/Down arrow button or to select **Save & Exit** to save your settings.

Refer to the following table for the detail of each setting:

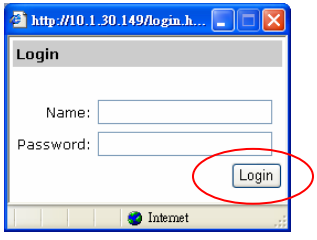
Log Information	Shows Start date, End date, Total Job Logs, and Remaining space. **Choice:** **Start date** means the date of the first piece of log. **End date** means the date of the last piece of log. **Total Job Logs** means the number of logs. **Remaining Space** means the remaining memory space.
Send Log to	Select a protocol or enter an e-mail address to send your billing result. **Choice: Protocol, Email address,Server URL, Port, Login name, Password, Send Notification to**
Mail Subject	Enter your preferred Email subject.
Send Log Schedule	Select a sending log schedule by hour, by day, or by week. **Choice: No, Full,Hourly,Daily,Weekly** **Note:** Full means the product will send a log when the memory is full.
Clear Job Logs	Deletes all the log data stored in the memory. **Choice: No, Yes**
Save and Exit	Choose this to save the above settings and exit.
Exit	Choose this to exit without saving the above settings.

CREATING BILLING LOG SETTINGS BY THE PRODUCT'S WEB PAGE

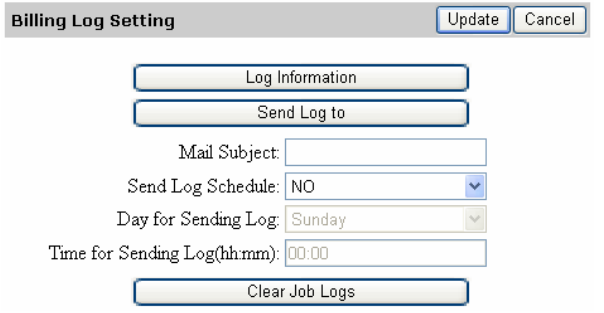
1. Type the IP address of the product in the URL field of your browser and then press **Enter**.



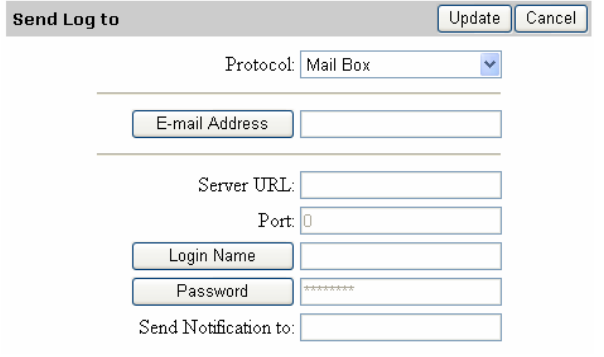
2. Click the **Login** button to open the Login screen.
   (The Login button is changed to the Logout button after you successfully log in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



3. Click **Login** since the machine is shipped with no specific login name and password, and then click **Billing Log Setting** to prompt the Billing Log Setting dialog box.



4. Click the **Send Log to** button to prompt the Send Log to screen, as shown below.



5. From the Protocol dropdown list, select Mail Box if you want to send the log by Email, or FTP/CIFS/HTTP if you want to send the log to a server.

6. Click the E-mail Address button to enter a new Email address if you Select Mail Box option in the previous step.

Or

Enter your server URL in the Server URL field, your server port in the Port field, click Login Name button to enter your server's login name, click Password button to enter your server's password, and enter your notification Email address (This Email owner will be notified when the specified server receives a log.) in the Send Notification to field if you Select the FTP/CIFS/HTTP option in the previous step.

7. Click **Update** button to return to the **Billing Log Setting** screen.
8. Enter your log subject in the Mail Subject field.
9. Select a sending log schedule from the Send Log schedule list.
10. Select a day for the sending log from the Day for Sending Log dropdown list if you select Weekly in the previous step.
11. Enter a time for the sending log from the Time for Sending Log dropdown list if you select Hourly, Weekly, or Daily in step 9.
12. Click **Clear Job Logs** if you want to delete all the log information stored in the product memory.
13. Click **Update** to save your settings or **Cancel** to leave without saving any latest change.

(Refer to page 7-4 for the detail of each setting).

8 Administration

This chapter describes how to perform the administrator activities either by the control panel or by the product web page. If you are the administrator of this product, please read this chapter before using the product.

The access to the administrator activities is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities. Both Login and Password leave blank by default.

Administering the Product by the Control Panel

1. Press Menu button

. This prompts the login name and input password messages respectively. After you enter the login name and input password, the Administrator Setting screen appears as below.

1. Information
2. General
3. Network Settings
4. Mail Server
5. Copy
6. E-Mail
7. FTP Folder Template
8. Account Management
9. Billing Log Setting
10. Management
11. Exit

2. Use the Up/Down arrow button or to scroll between the menus. Press the Select button to enter each menu level.

3. Press the Left/Right arrow button or to select an input content, and then press the Select button .

4. Press **Save & Exit** on the LCD screen and then press the Select button to save the changes and exit from the menu.

5. To exit from the menu, press the Return button .

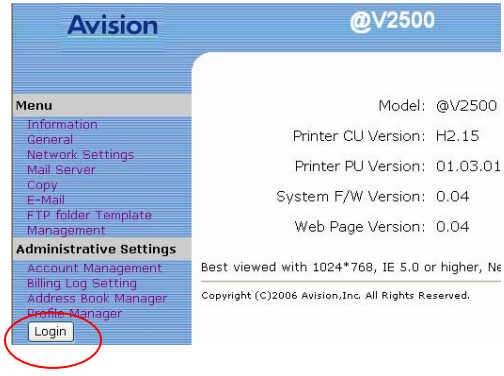
6. For the contents of each menu, please see the subsequent section, ***Summary of Administrator Activities***.

Administering the Product by Web Page

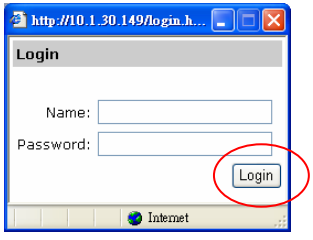
Before administering the product by the web page, please set up the **Network Settings** first.

To administer the product by the web page,

1. Type the IP address of the product in the URL field of your browser and then press **Enter**.



2. Click the **Login** button to open the Login screen.
   (The Login button will be changed to the Logout button after you have successfully logged in. A user without privilege can modify the settings on this web page if you do not click the Logout button after finishing your settings.)



3. Click **Login** since the machine is shipped with no specific login name and password, and then click one of the items on the left side. For the contents of each item on the left side, please see the subsequent section, *Summary of Administrator Activities*.

Summary of Administrator Activities

Press Menu button

on the control panel. After you type the login name and password, the following **Administrator** screen will appear.

1. Information
2. General
3. Network Settings
4. Mail Server
5. Copy
6. E-Mail
7. FTP Folder Template
8. Account Management
9. Billing Log Setting
10. Management
11. Exit

Choose **Information** and the following contents will appear.

Model	Display the model name.
Manufacturer	Display the manufacturer.
Serial No.	Display serial number.
Mac Address	Display current Mac address for the product
F/W Version	Display firmware version.
Scan Counting	The count for all scanned documents. **Sub items:** **1. Total:** **2. B&W Copy:** **3. Color Copy :** **4. B&W E-mail :** **5. Color E-mail:** **6. B&W Filing :** **7. Color Filing:** **8. B&W USB Scan:** **9. Color USB Scan:** **10. ADF Scan :** **11. Job Counting:**
Menu Map	Print the menu map on the product.
Exit	Exit the screen.

Choose **General** and the following settings will appear.

Device Name	Display the model name. You can input the device name.
Date	Current date
Time	Current time
Time Zone	Time zone of your location. (Based on Greenwich Mean Time (GMT).
Save & Exit	Save the above settings and exit.
Exit	Exit the screen without saving.

Choose **Network Settings** and the following settings will appear.

DHCP enable	Select Yes if you wish to enable DHCP.
IP address	IP address of the product
Subnet mask	The subnet mask of the product
Gateway IP	The IP address of your gateway.
DNS server	IP address of your DNS server.
Save & Exit	Save the above settings and exit.
Exit	Exit the screen without saving.

Choose **Mail Server** and the following settings will appear.

1. SMTP Server:	The IP address of your SMTP Mail Server
2. SMTP Port:	The port number of your SMTP Mail Server.
3. POP3 Server:	The IP address of your POP3 server.
4. POP3 Port	The port number of your POP3 Server.
5. External Address Book:	If you wish to link external e-mail address book from other devices, enter your LDAP server here. **Choice:** **1. LDAP server URL:** Enter your LDAP server URL here. **2. Port:** Enter port number of the LDAP server. **3. Login name:** Enter login name of the LDAP server. **4. Password:** Enter password of the LDAP server.
6. Device Email Address Account:	Enter logon information for SMTP or POP3 authentication. **Choice:** **1. E-mail address:** (default "From" address) **2. Authentication method: SMTP, POP3** **3. Login name:** (Login name for SMTP or POP3 authentication.) **4. Password:** (Password for SMTP or POP3 authentication.)
7. Save & Exit	Save the above settings and exit.
8. Exit	Exit the screen without saving.

Choose **Copy** and the following settings will appear.

Model	The printer model name connected to the product.
Input Tray	Input trays available to the printer
(Input Tray) Paper Size	**Choice: A5 to A3** (This choice depends on printer model connected to the product.)
(Input Tray) Media type	**Choice: Plain, LTRHead, Bond, Recycled, Rough** (This choice depends on printer model connected to the product.)
Watermark	Enter the words for watermark.
Background Remove	Remove the background color of your B&W document. **Choice: Yes, No**
Collate	Choose to enable automatic sorting. **Choice: ON, OFF**
N-Up	Print 1 original image reduced to fit onto one sheet of paper. **Choice: 1 in 1**
Edge Erase	Cut off some areas by the specified distance around the border of your scanned image. **Choice: 0 mm,6 mm,13 mm,19 mm, 25 mm**

Margin Shift-R	The Margin Shift-R allows you to shift your scanned image to the right by the specified distance. **Choice: 0 mm,6 mm,13 mm,19 mm, 25 mm**
Margin Shift-B	The Margin Shift-B allows you to shift your scanned image to the bottom by the specified distance. **Choice: 0 mm,6 mm,13 mm,19 mm, 25 mm**
Duplex	Choose if you wish to use duplex (double-sided) function if duplex is available for your printer. **Choice: ON, OFF**
Save & Exit	Save the above settings and exit.
Exit	Exit the screen without saving.

Note:

The copy settings depend on the type of printer connected to the product.

Choose **E-mail** and the following settings will appear.

Def. Subject	Default text for the **Subject** field in e-mail messages from the product. **Up to 64 characters are allowed.** The default subject is displayed when users press the E-mail button from the product.
Color Output Format	File format for documents to be sent in colors via E-mail from the product. Choice: 1. File format: PDF, JPEG, TIFF, JPEG+EXIF, MTIF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression rate: Low, Medium, High (If TIF or MTIFF is selected as a file format, the compression rate is defined as RAW only.)
B&W Output Format	File format for documents to be sent in black and white via E-mail from the product. **Choice:** **1. Multi-level B&W/Gray: ON,OFF** **2. File format: PDF, PCX, MTIFF(Multi-page TIFF), TIFF** **3. Compression rate: Low, Medium, High** (If you choose ON from Multi-level B&W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG+EXIF. If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only. If you choose OFF from Multi-level B&W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression rate of MTIF or TIF includes G3, G4, and Raw.)
Resolution	The scanning resolution you choose to scan from the product. **Choice: 75, 100, 150, 200, 300, 400, 600 (dpi)**

Separation Limit	Limit the maximum space for each incoming e-mail mainly the attachment. **Choice: 1M, 3M, 5M, 10M, 30M, No Limit**
Density	Choose the density level. **Choice: 1,2,3,4,5,6,7.** (1 means weakest density, and 7 means strongest density.)
Document Size	Choose your document size. **Choice: A4, A5,B5,Legal,Letter**
Save & Exit	Save the above settings and exit.
Exit	Exit without saving the above settings.

Choose **FTP Folder Template** and the following settings will appear.

Protocol	Choose the protocol you desire to store your scanned image. **Choice: *FTP, *HTTP, *CIFS, *HTTPS, *AVPP**
Target URL	Specify the filing server address and path. **Important note:** You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.
Port	The port number for your filing server. Default value: ftp:21, http:80, CIFS:139, AVPP:80, https:443 If the default value is different from the real case, input the correct port number in this field.
File Name	The file name for filing a document The system will remind you if the field is not filled.

Color Output Format	File format for documents to be sent in colors via filing from the product. Choice: 1. File format: PDF, JPEG, TIFF, JPEG+EXIF, MTIF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression rate: Low, Medium, High (If TIF or MTIFF is selected as a file format, the compression rate is defined as RAW only.)
B&W Output Format	File format for documents to be sent in black and white via filing from the product. **Choice:** **1. Multi-level B&W/Gray: ON,OFF** **2. File format: PDF, PCX, MTIFF(Multi-page TIFF), TIFF** **3. Compression rate: Low, Medium, High** (If you choose ON from Multi-level B&W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG+EXIF. If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only. If you choose OFF from Multi-level B&W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression rate of MTIF or TIF includes G3, G4, and Raw.)

Resolution	The scanning resolution you choose to scan from the product. The higher resolution makes a clearer image, but occupies more space. **Choice:** 75, 100, 150, 200, 300, 400, 600 (dpi)
Density	Choose the density level. **Choice: 1,2,3,4,5,6,7.** (1 means weakest density , and 7 means strongest density.)
Sub folder	Input a name of the sub folder if you want. (Make sure you have a privilege to create a sub folder under the server.) **Choice: ON, OFF**
Report to e-mail	Enter an e-mail address if you wish to send the filing report to the e-mail.
Document Size	Choose your document size. **Choice: A4, A5, B5, Legal, Letter**
Auto Deskew	Use this option to automatically deskew a document. **Choice: ON , OFF**

Choose **Account Management** and the following settings will appear.

Type	Select a server type **Choice:** **No, Local, SMTP, LDAP, HTTP**
Server URL	Enter your server URL.
Port	Enter your server port.
Save and Exit	Choose this to save the above settings and exit.
Exit	Choose this to exit without saving the above settings.

Choose **Billing Log Setting** and the following settings will appear.

Log Information	Shows Start date, End date, Total Job Logs, and Remaining space. **Choice:** **Start date** means the date of the first piece of log. **End date** means the date of the last piece of log. **Total Job Logs** means the number of logs. **Remaining Space** means the remaining memory space.
Send Log to	Select a protocol or enter an e-mail address to send your billing result. **Choice: Protocol, Email address, Server URL, Port, Login name, Password, Send Notification to**
Mail Subject	Enter your preferred Email subject.
Send Log Schedule	Select a sending log schedule by hour, by day, or by week. **Choice: No, Full, Hourly, Daily, Weekly** **Note:** "Full" means the product will send a log when the memory is full.
Clear Job Logs	Deletes all the log data stored in the memory. **Choice: No, Yes**
Save and Exit	Choose this to save the above settings and exit.
Exit	Choose this to exit without saving the above settings.

Choose **Management** and the following settings will appear.

Admin. Profile	Allow the system administrator to change his or her login name, password, or e-mail address. **Choice:** **1. Login name (up to 16 characters or digits)** **2. Password (up to 8 characters or digits)** **3. E-mail address (up to 64 characters or digits)**
Add "To" Addr.	Choose yes to add the "To" address to current address book after sending the e-mail from the product. **Choice: ON, OFF**
Add Profile after filing	Choose yes to add the new profile to current profile list after sending the scanned document to the server from the product. **Choice: ON, OFF**
PowSave Delay Time	Set how long the machine will automatically enter the power saving mode after the latest action. **Choice: 5 min, 15 min,30 min,60 min, 240 min**
Stand-by Time	Specify the stand- by time. **Choice: 20 sec, 40 sec, 60 sec, 120 sec,180 sec**
Language	Choose the language you wish to show on the LCD-display. **Choice: English / Native**
Default Mode	Specify a default mode. **Choice: E-Mail, Copy, and Filing**
Save and Exit	Choose this to save the above settings and exit.
Exit	Choose this to exit without saving the above settings.

9 Operation

With an intuitive control panel, the product is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating the product takes only a few simple steps as follows.

1. Place your paper either in the ADF or on the glass.
2. Press

,

, or

on the control panel.
3. If you are pressing

, enter an e-mail address or select one address from the address book. If you are pressing

, choose your desired profile.
4. Press

(**"Black & White"**) or

(**"Color"**) to start scanning and send the scanned document to your printer, e-mail address, or filing server.

The following sections describe the advanced steps on how to make copy of your scanned document or how to distribute your document over the internet.

Loading Paper

The product can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 50 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

NOTICE ON USING THE ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 4.5 by 5.5 inches to 8.5 by 14 inches (Legal).
- Document(s) can range in weight from 16 to 28 lbs (0.002” to 0.006”).
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

Note:

To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

PLACING DOCUMENT(S) IN THE ADF

1. Make sure your document is free of staples, paper clips and is not tore out.

2. If you have multiple pages, fan your document(s) to avoid occasional paper jam. The ADF holds up to 50 pages at one time.

3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of each page feeds in first.

4. Adjust the Paper Guides to center the document(s) in the ADF.

PLACING DOCUMENT(S) ON THE GLASS

1. Open the document(s) cover to reveal the glass.

2. Place your document with the text **FACE DOWN** on the glass and align the document in the upper-left corner.

3. Close the document cover.

Sending Your Document to E-mails

BASIC OPERATION

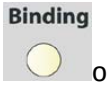
1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the E-mail button,

. The following **E-mail** screen will appear.

To:
Subj:
CC:
BCC:
Memo:

-Manual Feed

You can enable multi-batch document scanning.

Press 

on the panel when loading more than 50 pages on the ADF(For example, load the first 50 pages on the ADF, wait for the first 50 pages to finish scanning, and then load another 50 pages to finish scanning.) or more than one page on the flatbed. Manual Feed is valid when the LED is lit.

3. Enter your e-mail address on the control panel. **Or** you may select an e-mail address from the Address Book by pressing the Address book/FTP folder

on the control panel. Use the Up/Down arrow button or to select multiple e-mail addresses and press the Select button . Or you may simply type the initial letter of the e-mail address for a fast operation. Press the Return button, to return to the E-mail main screen.

4. Enter or select CC and BCC address as well, if necessary. Enter the subject for your E-mail. If not entered, **Default Subj.** will be displayed.

5. Enter your e-mail message in the **Memo** field.

6. Press

to send your document(s) in black and white. Or press

to send your document(s) in color.

If you are not satisfied with the scanned image, learn to use the advanced features to enhance your scanned image.

To use the advanced features, press

and then

on the control panel to prompt the More settings screen. Refer to the following table to modify the scanning settings.

Attachment	File name for the scanned document.
From	Enter your From address. This is also the "From" address in your e-mail when you receive an e-mail from the product.
Reply To Address	Enter "Reply To Address" address if you wish to specify a reply address which is different from the "From" address.
Color Output Format	File format for documents to be sent in colors via E-mail from the product. Choice: 1. File format: PDF, JPEG, TIFF, JPEG+EXIF, MTIF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression rate: Low, Medium, High (If TIF or MTIFF is selected as a file format, the compression rate is defined as RAW only.)
B&W Output Format	File format for documents to be sent in black and white via E-mail from the product. **Choice:** **1. Multi-level B&W/Gray: ON,OFF** **2. File format: PDF, PCX, MTIFF(Multi-page TIFF), TIFF**

	3. Compression rate: Low, Medium, High (If you choose ON from Multi-level B&W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG+EXIF. If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only. If you choose OFF from Multi-level B&W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression rate of MTIF or TIF includes G3, G4, and Raw.)
Resolution	Choose the scanning resolution for the scanned document from a selection of 75, 100, 150, 200, 300, 400, 600 dpi. A higher resolution reproduces your image with greater details yet it requires more disk space. (Refer to page 6-3)
Separation limit	Limit the maximum space for each incoming e-mail mainly the attachment. **Choice: No Limit, 1M, 3M, 5M, 10M, 30M**
Density	If your original comes with a lighter or darker contrast, choose the density level from 1 to 7 to optimize your image.
Document Size	If you wish to define the scanning area instead of the entire page, choose your desired area here. **Choice: A4 , Letter, Legal**
Auto Deskew	Use this option to automatically deskew a document. **Choice: ON , OFF**

Sending Your Document to Filing Servers

Before sending your document to filing servers, you should set up a few profiles first to speed up the filing process. A profile contains a list of filing parameters such as your filing protocol, directory, file name and other scanning parameters. On how to set up a new profile, please refer to the **"Adding a New Profile on the Control Panel"** section in Chapter 5.

BASIC OPERATION

1. Place your document(s) with text FACE UP in the ADF or FACE DOWN on the glass.

2. Press

on the Control Panel. The LCD-display prompts the following **Filing** screen. For example,

Most Used Profile: 1. mytest 2. <<New Profile>>

-Manual Feed

You can enable multi-batch document scanning.

Press

on the panel when loading more than 50 pages on the ADF(For example, load the first 50 pages on the ADF, wait for the first 50 pages to finish scanning, and then load another 50 pages to finish scanning.) or more than one page on the flatbed. Manual Feed is valid when the LED is lit.

3. Choose your desired profile.

   (Press the Select button to modify profile settings.)

4. Press

to send your document(s) in black and white.

   Or press

to send your document(s) in color.

If you are not satisfied with the scanned image, learn to use the advanced features to enhance your scanned image.

To use the advanced features, press

and then

on the control panel to prompt the More settings screen. Refer to the following table to modify the scanning settings.

Profile Name	Give a name of your new profile. The first five profile names that are often used appear on the screen.
Protocol	Choose the protocol you desire to file your scanned image. **Choice: FTP, HTTP, CIFS, AVPP, HTTPS**
Target URL	Enter the directory to save the scanned document. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://. **Important note:** You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.
Port	The port number for your filing server.
User Name	Enter login name for the server.
Password	Enter password for the server.
File Name	The file name for filing a document without extension. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test05001.

Color Ooutput Format	File format for documents to be sent in colors via filing from the product. Choice: 1. File format: PDF, JPEG, TIFF, JPEG+EXIF, MTIF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression rate: Low, Medium, High (If TIF or MTIFF is selected as a file format, the compression rate is defined as RAW only.)
B&W Output Format	File format for documents to be sent in black and white via filing from the product. **Choice:** **1. Multi-level B&W/Gray: ON, OFF** **2. File format: PDF, PCX, MTIFF(Multi-page TIFF), TIFF** **3. Compression rate: Low, Medium, High** (If you choose ON from Multi-level B&W/Gray, the file formats include PDF, JPEG, TIF, MTIF, and JPEG+EXIF. If TIF or MTIFF is selected as your file format, the compression rate is limited to RAW only. If you choose OFF from Multi-level B&W/Gray, the file formats include PDF, PCX, TIF, and MTIF. The compression rate of MTIF or TIF includes G3, G4, and Raw.)
Resolution	The scanning resolution you choose to scan from the product. **Choice: 75, 100, 150, 200, 300, 400, 600 (dpi)**
Density	Choose the density level. **Choice: 1,2,3,4,5,6,7.** (1 means weakest density , and 7 means strongest density.)
Sub folder	Choose **Yes** if you wish to save files in a subfolder under target URL. You may create a new subfolder on demand. **Choice: Yes, No**
Report to e-mail	Input an e-mail address if you wish to send the filing report to the e-mail address.

Document Size	Choose your document size. **Choice: A4, A5, B5, Legal, Letter**
Auto Deskew	Use this option to automatically deskew a document. **Choice: ON , OFF**

Note:

If you make a mistake during the process, press

on the control panel to cancel the operation.

BASIC OPERATION

Important!

Before making copies through your printer, please make sure your printer has been properly connected to the product and that the power of the printer has been turned on **FIRST**. Otherwise, an error LED will be on from your printer.

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press

on the Control Panel.
3. Press

to copy your document(s) in black and white.

   Or press

to copy your document(s) in color.

Note:

If you make a mistake during the transmission process, press

to cancel the operation.

If you are not satisfied with the scanned image, use the copy features to enhance your scanned image. Basic copy features are shown in the initial Copy screen. More copy features are available when pressing

and then

on the control panel.

Basic copy features include the following:

- Changing Scaling
- Focusing on Speed/Fine
- Adjusting Density
- Increasing Copy Count
- Selecting Paper Saver

More copy features includes the following:

- Input Tray
- Paper Size
- Media Type
- Water mark
- Background Removal
- Collate
- Edge Erase
- Margin Shift-R
- Margin Shift-B

Refer to the following section on how to use the copy features.

CHANGING SCALING

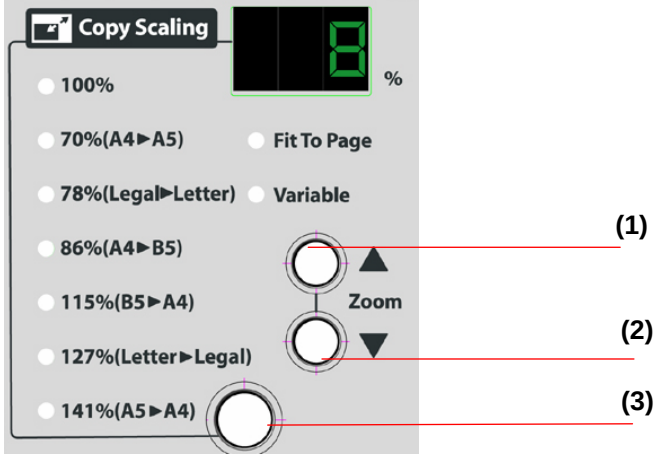
The machine is preset to 100% scaling. If you wish to reduce or enlarge your original, you can apply this feature to enlarge up to 400% or reduce down to 25%.

To reduce or enlarge the original document,

1. Press

on the panel to prompt the Copy screen.

2. Reduce document(s) down to 25% or enlarge up to 400%.



(1).Increase scaling in 1% increment up to 400%
(2).Decrease scaling in 1% Decrement down to 25%
(3).Select scaling from the preset percentages

FOCUSING ON SPEED/FINE

The machine is preset to Speed, a mode to speed up the scanning. If required, you can change to Fine if you wish to focus your copy result on text.

To change your focus on Fine,

1. Press

on the control panel to prompt the Copy screen.

2. Press the Left/Right arrow button or to choose your focus and press the Select button to complete.

Note:

After you have completed your copying, the machine will automatically return to the preset document focus.

ADJUSTING DENSITY

The product is preset to the Normal level (level 4) of density. If your original document comes with a lighter or darker contrast, you can improve the quality using the Adjusting Density feature.

To change your density,

1. Press

on the panel to prompt the Copy screen.

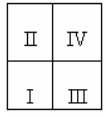
2. Press the down arrow button to move the cursor down to the **Density** field.

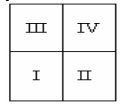
3. Press the Left/Right arrow button or to choose your density level and press the Select button to complete.

Note:

There are 7 levels of density. (1 means weakest density, and 7 means strongest density.)

CHOOSING PAPER SAVER

The machine is preset without **Paper Saver** feature. To minimize paper usage, you can copy a 4-page document to a single page. There are two ways to copy a 4-page document to a single page: If you select 

option, the copied pages are aligned horizontally. If you select 

option, the copied pages are aligned vertically. Yet please check if your printer supports Paper Saver before using this feature.

To choose paper saver,

1. Press

key on the panel to prompt the **Copy** screen.

2. Press the down arrow button to move the cursor down to the **Paper Saver** field.

3. Press the Left/Right arrow button or to choose your paper saver option and press the Select button to complete.

INCREASING COPY COUNT

The product is preset to 1 copy count. If you wish to increase the number of copies, choose your desired copy count with the numeric keypad or keyboard.

To increase your copy count,

1. Press the

key on the control panel to prompt the **Copy** screen.
2. Enter your desired copy count with the numeric keypad. The LCD display shows the number of your copy count.

CHOOSING COPY AREA

This feature depends on the capability of your printer.

Please note that the machine provides the auto detect paper size feature. The detectable paper size includes Ledger, A4, A4R, Letter, LTR, A3, A4, A4R, B5, B5R, Letter, LetterR, A4, A4R, B4, B4R, A3. If you wish to make copy for a particular area of your original, you can manually specify paper size to make a copy for that particular area only.

Please note that the paper size ending with a letter R represents a portrait style ( ) while the paper size ending without a letter R represents a landscape style.

To change your copy area,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More Settings** screen.
2. Press the down arrow button to move the cursor down to the **Paper Size** field.
3. Press the Select button .
4. Press the Left/Right arrow button or to choose your paper size option and press the Select button to complete.

CHOOSING MEDIA TYPE

This feature depends on the capability of your printer.

If you wish to choose a media type such as plain paper, you can choose Plain from the **Media Type** option.

To choose media type,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More Settings** screen.

2. Press the down arrow button to move the cursor down to the **Media Type** field.
3. Press the Select button .
4. Press the Left/Right arrow button or to choose your media type option and press the Select button to complete.

CHOOSING BACKGROUND REMOVAL

If your original document contains color background, please choose to enable Background Remove to sharpen your text.

To remove background,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More settings** screen.

2. Press the down arrow button to move the cursor down to the **Background Remove** field.
3. Press the Select button .
5. Press the Left/Right arrow button or to turn on/off your Background Remove option and press the Select button to complete.

CHOOSING SORTING YOUR DOCUMENT

This feature depends on the capability of your printer.

The product is preset without the sorting feature. If you wish to sort your document, please apply this feature to increase your efficiency.

To sort your document,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More Settings** screen.
2. Press the down arrow button to move the cursor down to the **Collate** field.
3. Press the Select button .
4. Press the Left/Right arrow button or to turn on /off your Collate option and press the Select button to complete.

ADDING WATER MARK

The product is preset without the water mark and stamp feature. If you wish to contain specific wordings as your water mark or stamp, please enter text in this option for your scanned document.

To use water mark,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More Settings** screen.
2. Press the down arrow button to move the cursor down to the **Water Mark** field.
3. Press the Select button .
4. Enter text as your water mark and press the Select button to complete.

For example, type “CONFIDENTIAL” as your water mark. The result will look as below:

Features:
Scan to Filing:
@V5100 allows you to send scanned documents to a server or a personal computer's file folder over intranet with FTP(File Transfer Protocol), HTTP(Hypertext Transfer Protocol), HTTPS(a secure way of using HTTP), CIFS(Common Internet File System), AVPP(Avision Post Processing) protocol. The scan to filing feature off-loads the mail server from handling large attachments.
CONFIDENTIAL

Note:

After you have completed your copying, the machine will automatically return to the default settings.

SETTING EDGE ERASE

This feature depends on the capability of your printer.

If you wish to cut off some areas by the specified distance around the border of your scanned image, you can set **Edge Erase** option.

To set Edge Erase,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More Settings** screen.

2. Press the down arrow button to move the cursor down to the **Edge Erase** field.
3. Press the Select button .
4. Press the Left/Right arrow button or to set your **Edge Erase** option and press the Select button to complete.

SETTING MARGIN SHIFT

This feature depends on the capability of your printer.

The product provides two types of margin shift options for your scanned image. The **Margin Shift-R** allows you to shift your scanned image to the right by the specified distance. The **Margin Shift-B** allows you to shift your scanned image to the bottom by the specified distance.

To set Margin Shift-R or Margin Shift-B,

1. Press the

key on the control panel and then **"More Settings"** key to prompt the **More Settings** screen.

2. Press the down arrow button to move the cursor down to the **Margin Shift-R** field or the **Margin Shift-B** field.

3. Press the Select button .

4. Press the Left/Right arrow button or to set your **Margin Shift-R or Margin Shift-B** option and press the Select button to complete.

10 Troubleshooting

Information Codes/Message

Information Codes During Scanning and Copying

Info code	Meaning	Action
10001	SRAM error	Restart your product. If the code still appears, contact your nearest dealer.
10006	Home sensor error	Restart your product. If the code still appears, contact your nearest dealer.
10007	Lamp error	Restart your product. If the code still appears, contact your nearest dealer.
10009	ADF error. (ADF paper jam)	ADF paper jam. Open the ADF cover and remove the paper from the ADF then restart your product. If the code still appears, contact your nearest dealer.
10010	Cover open	Close the cover. If the code still appears, contact your nearest dealer

10099	Lock error	1. Turn off your product. 2. Find the lock switch underneath the machine and unlock the machine. 3. Restart your product. If the code still appears, contact your nearest dealer.

MESSAGE DURING SCANNING AND COPYING

LCD Message	Action
Copy function disables.	Please download the printer profile.
Check printer cable or status.	1. Check if the printer cable has been correctly connected. 2. Check if the printer is turn on. 3. Restart the product and your printer. 4. If the message still appears, contact your nearest dealer.

INFORMATION CODES DURING NETWORKING

Info Code	Meaning	Action
20512	The connection failed.	Ping the IP address of the product from another PC in DOS prompt. For example, type “Ping 10.1.20.144” in Dos prompt. If the product has no response, then perform the following steps. 1. Check if the RJ-45 connector is firmly plugged-in. 2. Check the Ethernet cable. 3. Check the product’s IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP.
20519	The destination address is invalid.	
20530	Network is down.	
20531	Network is unreachable.	
20533	The connection aborted by the server.	
20534	The connection reset by the server.	
20540	Connection timed out	
20541	The attempt to connect failed.	
20545	The destination host is not able to reach.	
29999	Fail to connect Email Server	Check network environment.

INFORMATION CODES DURING E-MAILING

Info Code	Meaning	Action
30001	Device internal failure	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
30002	Fail to connect Mail server	Contact your network administrator for further help.
30009 31019 31029 31049 32009 33009 33019	Fail to get Mail server response	Turn on Log File option in [ADMIN / MANAGEMENT/ Service mode] to record and observe network actions and contact your network administrator or nearest dealer for further help.
31000 31020 31030 32000 33000 33010	Unpredicted error	Turn on Log File option in [ADMIN / MANAGEMENT/ Service mode] to record and observe network actions and contact your network administrator or nearest dealer for further help.
31001 31021 31031 32001	SMTP [421] Service not available, closing transmission channel. The Server is going to shut down.	Contact your network administrator for further help.
31010	Mail server doesn't support SMTP service extension	Contact your network administrator for further help.
31011	Mail server doesn't support SMTP LOGIN authentication	Contact your Mail server administrator to turn on SMTP LOGIN option.
31012	SMTP login user name error	Check your login user name

31032	SMTP [450]Requested mail action not taken: mailbox unavailable	Check “To” address.
31022 31033 32002 33001	SMTP [451]Requested action aborted: local error in processing	Contact your network administrator for further help.
31023 31034 33002	SMTP [452]Requested action not taken: insufficient system storage	Contact your network administrator for further help.
31013	SMTP [454]Temporary authentication failure: The authentication failed due to a temporary server failure.	Contact your network administrator for further help on mail server’s authentication mechanism. Choose SMTP authentication for Email security or turn off the mail server’s authentication and try again.
31002 31024 31035 32003 33011	SMTP [500]Syntax error, command unrecognized	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
31003 31025 31036 32004	SMTP [501]Syntax error in parameters or arguments	1. Check if the Device Name is valid. The Device Name can be found in Menu/General. 2. Check “From” address. 3. Check “To” address. 4. Contact your network administrator for further help.
31037 32005	SMTP [503]Bad sequence of commands	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.

31004	SMTP [504]Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found in Menu/General.
31027	SMTP [530] Authentication requires Mail server requires authentication in order to perform the requested action.	Contact your network administrator for further help on mail server's authentication mechanism. Choose SMTP authentication for Email security or turn off the mail server's authentication and try again.
31038	SMTP [550]Requested action not taken: mailbox unavailable [E.g., mailbox not found, no access]	Check "To" address.
31039	SMTP [551]User not local: please try again.	Check "To" address.
31026 31040 33003	SMTP [552]Requested mail action aborted: exceeded storage allocation	1. Check "To" address. 2. Check mailbox storage allocation. 3. Contact your network administrator for further help.
31041	SMTP [553]Requested action not taken: mailbox name not allowed	Check "To" address.
32006 33004	SMTP [554]Transaction failed	Contact your network administrator for further help.
32999	Connection broken during data transmission.	1. Check network environment. 2. Check if email attachment size is larger than the mailbox quota.

INFORMATION CODES DURING FILING

Info Code	Meaning	Action
40001 40002 40003 40004 40005 40006 41001 41002 41003	Device internal failure	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
41004	Fail to connect FTP server	Make sure the FTP server is not shut downing and port number is correct. If the error is still there, contact your FTP server administrator.
41000 42000 43000	Unpredicted error	Turn on Log File option in [ADMIN / MANAGEMENT/ log action] to log and observe device actions and contact your server administrator or nearest dealer for further help.
42001	FTP login name error	Check your login name and try again
42002	FTP password incorrect	Check your password and try again
43001	FTP can't enter this directory	Make sure your have privilege to enter this directory.
43003	FTP can't check file existed or not	Make sure your have privilege to browse this directory.
44001	FTP can't change data transfer type	Contact your server administrator for further help.
44002	FTP store file error	Make sure your have privilege to store file in this position (server/directory)
44003	Insufficient storage space in system.	Check FTP server free storage space and contact your server administrator.
44004	File name not allowed.	Change file name to meet naming convention of FTP server's OS.

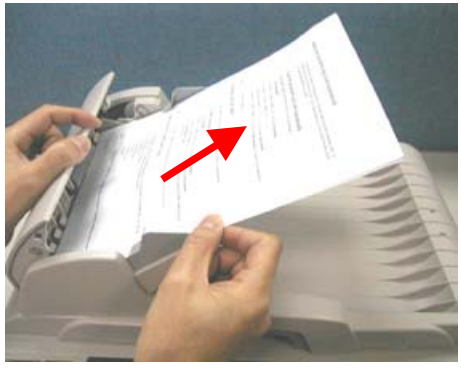
50001	CIFS Network share name incorrect.	Check directory in profile and make sure it follows UNC, such as \\Computer\Share\directory.
51001	CIFS fail to connect	Check that server supports CIFS(SMB) connection.
51002	CIFS Computer name error	Make sure computer name in directory is correct.
51003	CIFS dialect negotiation fail	This CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
52001	CIFS (User level) login fail.	Check login name and password you typed and try again.
53001	CIFS (User level) can not make subdirectory	This account has not right to create new subdirectory.
54001	CIFS fail to create file.	Make sure you have full control privilege on this network share.
54002	CIFS send data error	
61001 63001 63002 64000	HTTP fail to connect	Check Server IP and HTTP port. Make sure they are correct. Or, Check whether that server supports HTTP connection.
62001 64001	HTTP [401] Unauthorized	This HTTP server needs authorization. Make sure your account has correct authorization.
62002 64002	HTTP [403] Forbidden	This action is forbidden in this server. This is not unauthorized but forbidden.
62009 64009	Unpredicted error	Turn on Log File option in [ADMIN / MANAGEMENT/ log action] to log and observe device actions and contact your server administrator or nearest dealer for further help.

63003	HTTP [405] MKCOL method not allowed	Contact server administrator to change permission on this privilege.
63004	HTTP [501] MKCOL method not implemented	HTTP server does not support MKCOL to create directory. Give up creating new directory or create directory at server in advance.
64003	HTTP [405] PUT method not allowed	Contact server administrator to change permission on this privilege.
64004	HTTP [500] internal server error	Contact your server administrator for further help.
64005	HTTP [501] PUT method not implemented	That server does not implement HTTP PUT method. This product can't store file on this server, contact your system administrator for help.
64006	HTTP [503] service unavailable	Contact your server administrator for help.
64007	HTTP [505] server does not support HTTP version 1.1	That server does not support HTTP version 1.1 (the product uses), contact your server administrator for help.
64021 65001	HTTP [404] Resource not found	That server can't save the files, contact your server administrator for help.

Clearing a Paper Jam

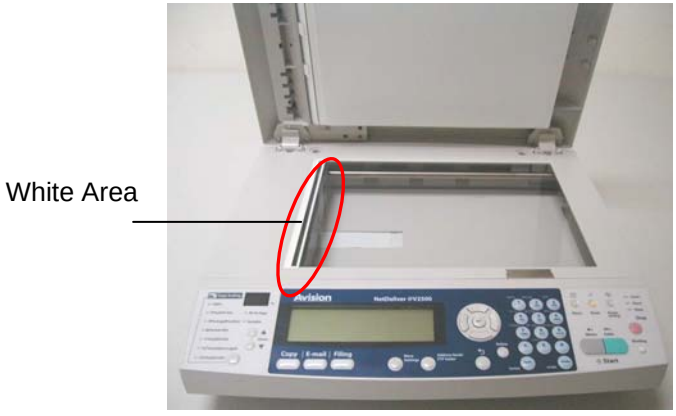
In the event of a paper jam, follow the procedures below to remove the paper:

1. Gently open the ADF front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the ADF front cover. The product is now ready to use.



Removing the Abnormal Line Image

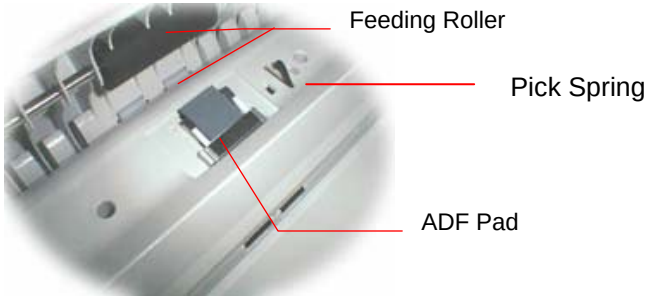
When the scanned image is with abnormal lines on it, clean the white area on the glass as indicated below with a clean lintless cloth.



Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the product may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Moisten a clean lintless cloth with isopropyl alcohol (95%).
2. Gently open the ADF front cover. Wipe the feeding rollers from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
3. Wipe the pad in the direction from top to bottom. Be careful not to hook the pick springs.
4. Close the ADF unit. Your machine is now ready to use.



Replacing the Snap-in Pad Module

After scanning approximately 50,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1. Gently open the ADF front cover to the left.
2. Press both arms of the ADF snap-in pad module inwardly with your fingers to pull out the ADF snap-in pad module.

Assembling Procedure

1. Take out the ADF pad module from the box.
2. Press both arms of the ADF snap-in pad module inwardly with your two fingers
3. Place it into the holes until it snaps into place.

Cleaning the Glass

The product is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. The product is now ready for use.

1. Document Cover
2. Document Glass

Appendix

Quick Guide

Placing Your Documents

For multi-page transmission

Place your document **FACE UP** in the ADF.

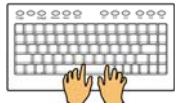
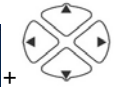
For single-page transmission

Place your documents **FACE DOWN** on the glass.

Simple Operation Steps

<table>
<tr>
<td>To make copy,

Press the Copy key.</td>
<td>Enter your copy count via the numeric keypad
→ →</td>
<td>Press the key to make B&W copy.</td>
</tr>
<tr>
<td rowspan="2"></td>
<td rowspan="2"></td>
<td>Press the key to make color copy.</td>
</tr>
<tr>
<td>To send e-mail,

Press the E-Mail key.</td>
<td>Enter an e-mail address with your keyboard.
→  →
or press “Address book/FTP folder” key to select an e-mail address from the list.
(i.e +  +)</td>
<td>Press the key to send your document in B&W.</td>
</tr>
<tr>
<td>Press the key to send your document in color.</td>
</tr>
<tr>
<td rowspan="2">To send document to filing server,

Press the Filing key.</td>
<td rowspan="2">Press “Address book/ FTP folder” to choose a profile name.
→ →
(i.e + +)</td>
<td>Press the key to file your document in B&W.</td>
</tr>
<tr>
<td>Press the key to file your document in color.</td>
</tr>
</table>

Specifications

Items	Specifications
Model Number : DF-0605H	
General Specifications	
System Description	Stand-alone Internet Appliance
Image Sensor	Color CCD
Light Source	Cold Cathode Fluorescent Lamp
Optical Resolution	600 x 600 dpi
Output Quality	Input: 48 bits color Output: 24 bits Color 8 bits Gray 4 bits CMYK 1 bit Monochrome
Memory Size	192 MB SDRAM, 8.5MB flash
LCD Size	240 x 64 dots Effective area: 127.15 x 33.87 mm
External Connections	1. RJ-45 (for Network connection) 2. USB COPYPORT 3. USB keyboard 4. ADF port
Network Connection	10/100 Mbits auto-negotiation
Networked Workgroup Solution for:	Stand-alone Copy E-Mail via Internet/Intranet Filing
Output Format	PDF, JPEG, PCX, TIFF, MTIFF, PCX, GDI
Duty Cycle	1,000 pages/day
Dimension	444x391x272(mm)
Weight	6.2 kgs(W/ ADF)
Power Supply	24Vdc/2A
Power Consumption	Less than 36W
Auto Document Feeder	
Capacity	50 sheets
Dimension	434 x 292 x 177 mm
Weight	1.6 kgs
Document Size	4.5” x 5.5” ~ 8.5” x 14”
Document Weight/Thickness	16 ~ 28 lb / 0.002” ~ 0.006”
Paper Feed	Face Up

Copy Specification	
USB Copy Port	USB2.0 Copy port
First copy time	Depend on printer
Multiple Copies	Up to 99
Copy Resolution	600 x 600 dpi
Copy Mode	Speed, Fine
Density Control	7 Levels
Output Format	GDI
Enlarge / Reduce	Fit to Page (98%) 25%~400% in 1% increment/decrement Pre-set Scales
Input Capacity	Depend on printer
Output Capacity	Depend on printer
Copy Application	One scan, multiple copies Water mark and Stamp
Network Specification	
Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
Communication Protocol	TCP/IP, SMTP, HTTP, HTTPS, MIME, FTP, CIFS, AVPP, DHCP, DNS, LDAP
Supported Browsers	Microsoft IE 5.0 or higher Netscape Navigator 6.0 or higher

Configuration Requirement	1. IP address 2. Subnet mask 3. Gateway 4. SMTP server/POP3 server 5. FTP server 6. Web server
E-mail Specification	
Communication Protocol	SMTP, MIME, POP3
File Formats B&W Gray/Color	PDF, TIFF, MTIFF, PCX PDF, TIFF, MTIFF, JPEG
Default File Format	PDF
Separation Limit	1MB, 3 MB, 5 MB, 10 MB,30 MB , Unlimited
Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	200 dpi
Address Book Volume Max. Addresses Group No. of Addresses in Each Group	 2000 100 99
Multiple Recipients Allow	Yes
Security Check	Yes
Mail Server Authentication	SMTP, POP3
Supported Mail Server Application	Lotus Mail Server 5.0 MS Exchange Server 2000 RedHat 7.0 SendMail MAC Mail Server in OS 9.04
Supported LDAP Server	Windows 2000 Active Directory Windows NT 4.0 + MS Exchange 5.5 Lotus Notes R5

Supported Mail Application	Microsoft Outlook 2000 Microsoft Outlook Express 5.0 Microsoft Outlook Express 6 Netscape Messenger 4.7 Netscape Messenger 4.73 MAC built-in MAIL application Eudora 4.3.2J Lotus Notes R5
Filing Specification	
Communication Protocol	FTP, HTTP, HTTPS, CIFS, AVPP
Post Processing Protocols for System Integrator	AVPP
File Formats B&W Gray/Color	 PDF, TIFF, MTIFF, PCX PDF, TIFF, MTIFF, JPEG
Default File Format	PDF
Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution B&W Gray/Color	 200 dpi 200 dpi
Number of Most Used Profiles	5
Max. Number of Profiles	50

Index

Account List, 6-5

Account Management, 6-1

adding A new group, 4-9

adding an email address, 4-1

adding water mark, 9-25

Address Book, 1-2, 4-1

adf, 9-3

ADF snap-in pad module, 10-13

Adjusting Density, 9-18

AVPP, 1-15

Basic Settings
  server type, server URL, server port, counter reset option, 6-3

Billing Log Setting
  by e-mail, by protocol, 7-1

Changing Scaling, 9-16

Choosing copy area, 9-21

Choosing Paper Saver, 9-19

choosing Sorting your document, 9-24

Clean the ADF, 10-12

Clean the Glass, 10-15

Deleting an E-mail Address, 4-7

Deleting group, 4-15

Deleting PROFILES, 5-45

Digital Copying, 1-2

Ethernet Hub, 2-7

Focusing on Photo or Text, 9-17

Full Control, 5-11

Illustrating CIFS profile settings, 5-21

Illustrating HTTP profile settings, 5-26

increasing Copy Count, 9-20

Internet Communication Features
  Scan to E-mail, Scan to Filing,, 1-13

LAN, 2-7

LCD-display, 1-3

Loading Your Paper
  Via the ADF, Via the Glass, 9-2

Making Copies, 9-14

Management, 3-5

Managing Your E-mail Address Book
  Adding an Email Address, Modifying an Email Address, Deleting an Email Address, 4-1

Managing Your Groups
  Addding A New Group, Modifying Your Group, Deleting Your Group, 4-9

Manual Feed, 9-6, 9-10

Modifying an e-mail address, 4-5

Modifying CURRENT PROFILES, 5-42

Modifying group, 4-12

Multiple Pages Sending, 1-2

network parameters
  IP Address, Subnet mask, Gateway IP, SMTP Server, SMTP port, DNS server, DHCP enable, POP3 Server, POP3 port, 1-10

Network Settings, 3-10
New Account, 6-5
Paper Feed Tray., 2-5
Paper Jams, 10-10
Paper Support, 2-5
placing your document(s) in the adf, 9-3
placing your document(s) on the glass, 9-4
post processing, 1-15
Power Saving, 2-10
Profiles Managing, 1-2
Quota, 6-6
Scan count, 8-6
Scan to E-mail, 1-1
scan to file, 1-14
Scan to File, 1-2
Send Log to
Mail Box, FTP/CIFS/HTTP, 7-6
Target URL
CIFS filing format, 5-14
TCP/IP network, 2-1